

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
STD 213 (Rev 06/03)

AGREEMENT NUMBER <b>09-EDEF-6547</b>
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:  
STATE AGENCY'S NAME  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
CONTRACTOR'S NAME  
**County of El Dorado**
2. The term of this Agreement is: **Upon HCD Approval through 03/31/2013**
3. The maximum amount of this Agreement is: **\$300,000.00**
4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

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Exhibit F - Additional Provisions	0
<b>TOTAL NUMBER OF PAGES ATTACHED:</b>	<b>36 pages</b>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Service Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc) <b>County of El Dorado</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type) <b>9.22-2010</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Daniel Nielson, M.P.A., Director of Human Services</b>		
ADDRESS <b>3057 Briw Road, Suite A, Placerville, CA 95667</b>		
STATE OF CALIFORNIA		
AGENCY NAME <b>Department of Housing and Community Development</b>		SEP 28 2010
BY (Authorized Signature) 	DATE SIGNED (Do not type) <b>9/28/10</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Stacy Q. Hernandez, Contracts Manager, Business &amp; Contract Services Branch</b>		
ADDRESS <b>1800 Third Street, Room 350, Sacramento, CA 95811</b>		
		<input checked="" type="checkbox"/> Exempt per: SCM 4.04.3 (DGS Memo dated 6/12/81)

## EXHIBIT A

### **AUTHORITY, PURPOSE AND SCOPE OF WORK**

#### **1. Authority & Purpose**

This Agreement provides official notification of the grant award under the State's administration of the Federal Community Development Block Grant Program (hereinafter, "CDBG" or "the Program") for Non-entitlement jurisdictions pursuant to the provisions of 42 U.S. Code (U.S.C.) 5301 et seq., 24 Code of Federal Regulations (CFR) Part 570, Subpart I, and 25 California Code of Regulations (CCR), Sections 7050 et seq. The Program is listed in the Catalog of Federal Domestic Assistance as 14.228 – CDBG Community Development Block Grant Program. In accepting this grant award, the Grantee agrees to comply with the terms and conditions of this Agreement and all exhibits hereto, the representations contained in the Grantee's application (hereinafter, "the Application") which is hereby incorporated by reference as if set forth in full, and the requirements of the authorities cited above. Any changes made to the Application after this Agreement is executed must receive prior written approval from the Department of Housing and Community Development (Department). For purposes of this Agreement, use of the term "Grantee" shall be a reference to "Contractor."

#### **2. Scope of Work**

- A. The Grantee shall perform the funded activities described in Scope of Work (Work) as represented in the Application, which is on file at the Department of Housing and Community Development, Division of Financial Assistance, 1800 Third Street, Room 330, Sacramento, California, and which is incorporated herein by reference. All written materials or alterations submitted as addenda to the original Application and which are approved in writing by the Department are hereby incorporated as part of the Application. The Department reserves the right to require the Grantee to modify any or all parts of the Application in order to comply with CDBG requirements. The Department reserves the right to review and approve all Work to be performed by the Grantee in relation to this Agreement. Any proposed revision to the Work must be submitted in writing for review and approval by the Department. Approval shall not be presumed unless such approval is made by the Department in writing.
- B. The grant activity(ies) shall principally benefit Targeted Income Group (TIG) households (low-income persons/families as defined by HUD) and/or aid in the prevention or elimination of Slums or Blight and shall consist of:

*Will provide Business Assistance Loans to small and medium size businesses; and provide technical assistance, business training, counseling, and loans to microenterprise business start-ups and expansions.*



## **EXHIBIT A**

### **3. Term of Agreement and Deadlines**

With the exception of the Grant Closing Requirements set forth in Exhibit C, Section 9, the Grantee shall complete the grant activity(ies) by the termination date set forth on the front page of this Agreement, unless a written request for an extension is approved ninety (90) days prior to the termination date in writing by the Department.

#### **A. Business Assistance Loans**

The business assistance loan activity funded under this Agreement shall meet the National Objective requirement by creating or retaining jobs where at least fifty-one percent (51%) of the total jobs, computed on a full-time equivalent (FTE) basis, involve the employment of low- and moderate-income (LMI) persons. The public benefit standard to create or retain at least one full-time equivalent permanent job per \$35,000 of CDBG funds used shall also apply.

#### **B. Slums or Blight**

The business assistance loans and infrastructure grant activities funded under this Agreement may also meet the National Objective requirement which aid in the prevention or elimination of Slums or Blight. The public benefit standard to create or retain at least one FTE, permanent job per \$35,000 of CDBG funds used shall also apply.

#### **C. Microenterprise Assistance**

The microenterprise assistance activity funded under this Agreement shall meet the National Objective requirement of benefiting LMI persons by providing microenterprise loans, microenterprise technical assistance, and/or general support to microentrepreneurs and potential microentrepreneurs.

### **4. Meeting National Objective and Public Benefit**

#### **A. Meeting a CDBG National Objective (Section 104 (b)(3) of the Housing and Community Development Act)**

Activities under this Agreement must meet an eligible CDBG National Objective. The two National Objectives under this Agreement are: (1) Benefit to HUD defined LMI households also called Target Income Group (TIG) households or persons; and/or (2) Prevention or elimination of Slums or Blight. In order for an activity under this Agreement to meet the TIG benefit National Objective, businesses assisted under this Agreement shall create or retain jobs for TIG persons. Specifically, at least fifty-one percent (51%) of the total jobs created or

## **EXHIBIT A**

retained shall be filled by TIG persons. In order for an activity to meet the National Objective of elimination of Slums and Blight, the activity must take place in an area that meets the definition of a Blighted area and the project must be shown to eliminate Blight or prevent further Blight per Federal Regulation 24 CFR 570.483(c). The Grantee must be able to meet one of these two National Objectives using the proposed activity by the expiration of this Agreement. In accordance with Exhibit E, Section 12 of this Agreement, if a National Objective is not met, all CDBG funds disbursed to the Grantee shall be repaid to the State. See Exhibit E, Section 12 on Non-Performance.

**B. Public Benefit (Federal Regulation 24 CFR 570.482(f))**

All activities under this Agreement that assist businesses with loans or grants must meet the CDBG Public Benefit requirement. Activities covered by these requirements must, in the aggregate, either; (1) create or retain at least one FTE, permanent job per \$35,000 of CDBG funds used, or (2) provide goods and services to an area where the number of LMI served by the assisted business amounts to a least one LMI person per \$350 of CDBG funds used. As with the National Objective described above, the Public Benefit requirement of job creation or retention must be met within the term of this Agreement. If fewer jobs are created or retained by the assisted business, the amount of CDBG assistance shall be reduced to meet the rule of one FTE per \$35,000 in assistance.

**5. State Contract Coordinator**

The State Contract Coordinator for this Agreement for the Department is the CDBG Program Manager, Division of Financial Assistance, or the Program Manager's designee. Unless otherwise informed, any notice, report, or other communication required by this Agreement shall be mailed by first class to the State Contract Coordinator at the following address:

Contract Coordinator, CDBG  
Division of Financial Assistance, Room 330  
Department of Housing and Community Development  
P. O. Box 952054  
Sacramento, California 94252-2054

## EXHIBIT A

### 6. Grantee Contract Administrator

The Grantee's Contract Administrator for this Agreement is listed below. Unless otherwise informed, any notice, report, or other communication required by this Agreement shall be mailed by first class to the following address:

Grantee:	County of El Dorado
Name:	Shawna Purvines
Title	Senior Planner
Address:	2850 Fair Lane Court, Bldg. C, Placerville, CA 95667
Phone:	(530) 621-5362
Fax:	(530) 662-1708
E-Mail:	<a href="mailto:shawna.purvines@edcgov.us">shawna.purvines@edcgov.us</a>

### 7. 90-Day Special Conditions

The Grantee must meet the following conditions for all activities funded under this Agreement. Failure to meet the following special conditions may result in termination of this Agreement.

#### A. Environmental Compliance

The Grantee shall have satisfied all environmental review requirements under the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). CEQA shall be approved by the Grantee. The level of compliance varies by the activity. NEPA review must be completed by the Grantee for each activity and approved by Department staff prior to incurring costs on the grant activity(ies).

#### B. Acquisition/Relocation Compliance

The Grantee must document that it is in compliance with the Uniform Relocation Act and Section 104 (d) before release of funds by the Department. The Grantee must submit a specific relocation assistance plan for each activity which may result in temporary or permanent displacement. For projects where there will be temporary or permanent displacement, the Grantee must submit signed General Information Notices (GIN) from each tenant who was residing in the project at the time of Application submittal. If a Grantee believes there will be no displacement as a result of their activities, they must submit a letter explaining why no displacement or relocation will occur, which will be subject to written approval by the Department.



## EXHIBIT A

### C. Program Income Reuse Plan

The Grantee must submit a copy of its plan for administering Program Income. The plan must include a discussion of how the Grantee will collect and disburse Program Income for CDBG-eligible activities. The Grantee must also submit program guidelines regarding the Grantee's administrative policies and procedures for managing the Program Income activities.

### D. Site Control

The Grantee shall demonstrate Site Control of the project property by submitting one or more of the following to the Department:

- 1) Fee title;
- 2) A leasehold interest on the project property with provisions that enable the lessee to make improvements on and encumber the property provided the terms and conditions of any proposed lease shall permit compliance with all Program requirements;
- 3) An option to purchase or lease;
- 4) A disposition and development agreement with a public agency;
- 5) A land sales contract or other enforceable agreement for the acquisition of the property; or
- 6) All easements and right-of-ways (required for completion of the CDBG project) must be obtained.

### E. Funding Commitments

All funding required for project completion must be documented and committed. If all funding is not committed, the Department shall terminate this Agreement pursuant to Exhibit D, Section 6. If the Grantee has applied for other funding prior to the execution of this Agreement, the Grantee must notify the Department as soon as that application is approved or denied. If the Grantee must apply for other funding after the execution date of this Agreement, the Grantee must apply at the earliest possible opportunity offered by the other funding source(s) and notify the Department as soon as that application is approved or denied.

**EXHIBIT A****F. Special Conditions for Specific Activities****1) Restrictions on CDBG-Assisted Public Property**

CDBG funds can be used by the Grantee to purchase or rehabilitate public property. The change of use of real property provisions contained in 24 CFR 570.489(i) apply to real property within the unit of general local government's control (including activities undertaken by subrecipients), which was acquired or improved in whole or in part using CDBG funds in excess of the threshold for small purchase procurement (currently \$100,000). The restrictions shall apply from the date CDBG funds are first spent for the property until five (5) years after closeout of the unit of general local government's grant. See the Federal Regulations for the full text of this regulation. Grantee must provide documentation of proper restriction on assisted property.

**2) Infrastructure In Support of Businesses**

If a Grantee is implementing a Business Assistance Infrastructure activity that benefits more than one (1) business, the Grantee will be required to develop a Fair Share allocation plan. This plan must be executed by all parties prior to the disbursement of funds for business assistance infrastructure. The Grantee shall submit their methodology for determining the infrastructure benefit along with a copy of the proposed fair share allocation plan/fair share payment plan. These documents shall specify how the Grantee will administer and ensure compliance by future development, including the requirement that any future development of properties benefiting from the infrastructure improvements complies with CDBG Public Benefit and National Objective requirements for job creation and principal benefit to the TIG person requirements [see 24 CFR 570.483(b)(4)(F)].

## EXHIBIT A

### G. Business Assistance Activity

- 1) Grantees implementing Business Assistance Loans, shall submit program guidelines that ensure compliance with CDBG underwriting requirements as described in 24 CFR 570, Appendix A, "Guidelines and Objectives for Evaluating Project Costs and Financial Requirements" and with public benefit requirements contained in 24 CFR 570.482(f).
- 2) Where the National Objective is being met to principally benefit the TIG through job creation or retention, prior to disbursement of funds for business assistance, the Grantee shall submit an Employment Plan. The Employment Plan shall emphasize the recruitment and hiring of TIG members, women, minorities, and local residents. For job retention, the Grantee's Employment Plan shall specify procedures that ensure a determination will be made from the evidence provided to the Grantee that, without the CDBG assistance, the jobs will be lost. The Employment Plan shall acknowledge the Grantee has the responsibility to monitor and document the employment information.

The Employment Plan shall also include the written Employment Agreement required to be executed between the Grantee and the business owner [requirements of the Employment Agreement are described in 24 CFR 570.506 (b), (5), and (6)]. The written Employment Agreement must include a commitment by the business that the jobs are to be created or retained by the termination date of this Agreement and that at least fifty-one percent (51%) of all jobs created or retained (on a FTE basis) will be held by TIG persons. The Employment Agreement shall specify that, prior to receiving assistance, the business shall agree to:

- a. Provide a listing, by job title, of the permanent jobs projected to be created;
- b. Identify which jobs, if any, are part-time and the annual hours of work for each position;
- c. Identify which jobs are projected to be filled by TIG; and,
- d. Provide periodic reporting (semi-annual) listing jobs, by job title, of all the permanent jobs actually filled, and which of those jobs are held by members of the TIG. Additionally, the report shall include the job applicants' and job holders' ethnicity/race, disability status, gender, and head of household status.



**EXHIBIT A**

- 3) Grantees implementing a Business Assistance Infrastructure activity, shall submit their methodology for determining the infrastructure benefit, a Fair Share Allocation Plan, and a Fair Share Payment Plan prior to the disbursement of funds for business assistance infrastructure. These documents shall specify how the Grantee will administer and ensure compliance by future development, including the requirement that the future development complies with CDBG job creation and principal benefit to the TIG requirements [see 24 CFR 570.483(b)(4)(vi)(F)].

**H. Microenterprise Assistance Activities**

- 1) Grantees implementing a Microenterprise Assistance activity for technical assistance and/or microenterprise loans, shall submit program guidelines that ensure compliance with CDBG requirements. Specifically, guidelines must ensure that all beneficiaries of the program are eligible micro enterprises, per HUD definitions. A micro enterprise must: 1) have all owners of the business documented as meeting HUD family income eligibility standards; 2) have documentation that the business's owners and employees are five (5) or fewer in number.
- 2) When implementing a Microenterprise Program, the program guidelines shall include the proposed benefits, eligible activities and ongoing evaluation of program services. The guidelines will include a Beneficiary Tracking Plan, which defines the goals; identifies the roles and responsibilities of the service providers; identifies the market and focuses the outreach; defines the screening and referral process; and, tracks the beneficiaries through the program's level of service. The Beneficiary Tracking Plan shall also describe the roles and responsibilities of the Grantee and/or program operator for meeting the reporting requirements of the State CDBG Program.
- 3) When implementing a Microenterprise Program that is part of an integrally-related component of a larger project where non LMI persons will be extended training and supportive services, shall submit guidelines including the methodology describing how CDBG funds will only be used towards the assistance of LMI to (TIG) persons under the Grantee's activity.
- 4) Grantees implementing a Microenterprise activity for loans to microenterprises made with grant funds or program income funds, shall submit guidelines that ensure compliance with CDBG underwriting requirements as described in 24 CFR Part 570, Appendix A, "Guidelines and Objectives for Evaluating Project Costs and Financial Requirements."

**EXHIBIT A**

- 5) Grantees implementing a Microenterprise Façade Improvement activity, shall submit program guidelines that ensure compliance with CDBG National Objective requirements, as described in 24 CFR 570, Appendix A, "Guidelines and Objectives for Evaluating Project Costs and Financial Requirements."

I. Required Agreements for Assisted Businesses

The Grantee shall execute a written agreement between the Grantee and the business receiving CDBG funds (loans or grants) under this Agreement to ensure compliance with CDBG State and Federal Regulations. The written agreement shall contain language to ensure each business complies with the terms of this Agreement, Exhibit A, 4A and B, and 8H, as well as each of the criteria as set forth in 24 CFR 570.506 (b), (5), (6), and (7).

- 1) Each agreement between the Grantee and the business(es) shall be submitted to the Department for review and written approval, prior to execution by the business and Grantee.
- 2) Each agreement shall require the business to report employee information periodically (semi-annual) to the Grantee. The report shall list each job position by job title and number of annual hours worked and TIG status. The report shall list all the permanent jobs actually created or retained, and identify which of those job positions are held by members of the TIG. Additionally, the report shall include the demographics of job holders (ethnicity/race, disability, status, gender, and head of household status).
- 3) Each agreement shall require the business(es) submit a Data Universal Numbering System (DUNS) number and be verified as not being on the current federal debarred list, prior to receiving any CDBG financial assistance. The agreement shall require proof of proper insurance for secured collateral and protecting the Grantee. The agreement shall reference this Agreement between the Department and the Grantee. The agreement shall contain all other special conditions as directed by the Department or local loan committee. The agreement shall include but is not limited to the following conditions:
  - a) Maintaining a life insurance policy by the business owner with the Grantee designated as the beneficiary;
  - b) Maintaining a specific annual debt service level; and,
  - c) Requiring a quarterly review of the businesses financial statements with the owner and accounting staff.

**EXHIBIT A**

J. Grantee Data Universal Numbering System (DUNS)

The Grantee shall provide the Department with a DUNS number prior to release of any funds under this Agreement.

K. Other Special Conditions

The following is a list of additional special conditions placed on the Grantee that are specific to the funded activity. These conditions must be met prior to release of Grant funds.



**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Grant Budget**

Specifics of the grant budget shall be agreed upon by the Department and the Grantee prior to the drawdown of any funds.

**2. Contract Amount**

For the purposes of performing the Work, the Department agrees to provide the amount identified below. Unless amended, the Department shall not be liable for any costs in excess of the contract amount, nor for any unauthorized or ineligible costs. Funds provided under this Agreement shall be provided in the form of a grant to the Grantee for the following activity(ies):

*Breakdown of Grant Budget*

<u>Federal Matrix Code</u>	<u>Source Amount</u>	<u>Federal Source Coding</u>
18A	\$118,000	Business Assistance Loans
18AD	\$ 17,700	Business Assistance Activity Delivery
18C	\$ 75,000	Microenterprise Technical Assistance
18CD	\$ 9,300	Microenterprise TA Activity Delivery
18C	\$ 50,000	Microenterprise Loans
18CD	\$ 7,500	Microenterprise Activity Delivery
21A	\$ 22,500	General Administration

**Total \$300,000**

**3. Line Items**

Line item adjustments may be made in accordance with the following:

- A. The following limits apply to the expenditure of funds for general administration. The amount shown above for general administration is the amount requested in the Grantee's application, unless that amount exceeded the CDBG general administration cap of seven and a half percent (7.5%) of the grant request. If the amount requested for general administration exceeded seven and a half percent (7.5%), the Department reduced the general administration request to meet that limitation and re-allocated the excess to activity(ies) implementation. Costs for the annual audit may be a general administration expense and are subject to the seven and a half percent (7.5%) limitation.

## EXHIBIT B

- B. The Department may approve a request from the Grantee to reallocate funds between the authorized activities and itemized amounts stated in Exhibit B, Section 2 above. Changes in the aggregate of ten percent (10%) or less of the total grant amount between activity categories or line items during the term of this Agreement, and expenditures pursuant thereto, may be made only after the Department's express written approval, but do not require a written amendment to this Agreement.
- C. Unless incorporated in a written amendment to this Agreement, no change greater than ten percent (10%) of the total grant amount between activity categories or line items during the term of this Agreement shall be made, and no change in which the aggregate results in greater than ten percent (10%) of the total grant amount in adjustments between activity categories or line items during the term of this Agreement shall be made. Any such contract amendment must be executed by the Department prior to expenditures pursuant thereto.
- D. If HUD changes an Activity Code(s) identified in Section 2 of this Exhibit, the Grantee shall be notified in writing. Any Activity Code change, directed by HUD, shall not require an amendment to this Agreement.

### 4. Leverage

The Grantee has committed leveraged funds in its application. These funds must be expended by the termination date of this Agreement. The Grantee shall report on the value of other contributions included as leverage to the project activity(ies). Required contributions to be reported on, as described in the Application, are:

#### *Breakdown of Leverage Obligated*

<u>Federal Matrix Code</u>	<u>Source Amount</u>	<u>Federal Source Coding</u>
18AD	\$7,500	P120
18AD	\$7,500	P120
18AD	\$2,500	P120
18AD	\$3,000	P120
18AD	\$1,650	P120
18CD	\$1,000	L120
18CD	\$7,500	P120
18CD	\$7,500	P120
18CD	\$2,500	P120
18CD	\$3,000	P120
18CD	\$1,650	P120
21A	\$1,000	L120
<b>Total \$46,300</b>		

## EXHIBIT B

### 5. Program Income

If the Grantee has committed Program Income funds in its Application, this Program Income and/or any additional Program Income committed to an activity must be spent before any grant funds are drawn down for the activity(ies) for which it was committed. Any Program Income in a local revolving loan account or revolving loan fund designated for the same activity(ies) as any open grant activity must also be spent before grant funds are drawn down for the activity(ies). The Grantee shall report Program Income expenditures on the Funds Request Form, the Quarterly Program Income Report, and the Annual Program Income Report. The following Program Income is committed to grant activities:

*No Program Income committed.*

### 6. Expenditure of Funds

#### A. General Administration

Costs for general administration may neither be incurred nor funds expended until execution of this Agreement by the Department, unless the Grantee has received prior written approval from the Department. If such approval is desired before execution of this Agreement by the Department, the Grantee shall make the request for approval in writing, but the Grantee will expend these funds at its own risk.

#### B. Program Implementation and Activity(ies) Delivery

Costs for program implementation and activity(ies) delivery may neither be incurred nor funds expended until the Grantee has received written approval from the Department that the Special Conditions set forth in Exhibit A, Section 7, are met. If such approval is desired before execution of this Agreement by the Department, the Grantee shall make the request for approval in writing.



## EXHIBIT B

C. Compliance with the Federal Office of Management and Budget (OMB) Circular A-133

Funds will not be disbursed to Grantees identified by the State Controller's Office (SCO) as non-compliant with the Federal Single Audit Act, as described in OMB Circular A-133, until such compliance is demonstrated.

D. Grant Administration

The Grantee agrees to administer this Agreement in accordance with the provisions of Section 7098 through and including Section 7124 of Title 25 of the CCR.

7. Expenditure Milestones

The Grantee must meet expenditure milestones for Business Assistance and Microenterprise Assistance activities, as set forth by the Department per Section 7062.1 (b) (7) of Title 25 CCR:

- A. A Grantee's "unused" Enterprise funds shall be disencumbered twenty-four (24) months after this Agreement's execution date. The Department may waive this provision in writing if it determines that compelling circumstances warrant the waiver.

For the purposes of this Agreement, at the 24<sup>th</sup> month after:

- 1) Loans in Process/Activities of \$50,000 or less shall be considered "unused" if not approved by the local loan committee for disbursement as a loan to a specified borrower under the Grantee's Enterprise Fund Grant.
  - 2) Loans in Process/Activities of over \$50,000 shall be considered "unused" if the Department has not received the required documentation needed for the Department to authorize disbursement.
  - 3) Any balance of loan funds not being processed for eligible borrowers shall be considered "unused".
- B. For the purposes of this Agreement, the provisions cited above do not apply to the Grantee's microenterprise technical assistance and general support activities to microentrepreneurs and potential microentrepreneurs.

## EXHIBIT B

### 8. Method of Payment

The Grantee shall submit all forms to the State Contract Coordinator, as specified in Exhibit A, Section 5, or any other address of which the Grantee has been notified in writing. The Department shall not authorize payments unless it determines the grant activity(ies) has been performed in compliance with the terms of this Agreement.

#### A. Advances and Reimbursements

All Activity(ies): To receive an advance or reimbursement for the grant activity(ies) performed, the Grantee shall submit an executed Funds Request Form. Reimbursement Funds Requests shall include the level of documentation specified by the Department. For an advance of funds, Grantee shall include a justification explaining the need for an advance.

#### B. Final Payment Requests

- 1) Grantees on the Advance Payment System: The last advance payment must be submitted to the Department no later than ninety (90) days prior to the termination date of this Agreement.
- 2) Grantees on the Reimbursement Payment System: All requests for final reimbursement must be submitted within forty-five (45) days after the termination date of this Agreement.
- 3) All Requests for Grant Funds Not Previously Requested: If the final request for funds expended during the contract term has not been received by the Department within the forty-five (45) days of this Agreement's termination date, the Department shall disencumber any funds remaining in the Agreement and grant funds will no longer be available.

## EXHIBIT C

### **HCD GENERAL TERMS AND CONDITIONS**

#### **1. Effective Date, Commencement of Work and Completion Dates**

This Agreement is effective upon approval/execution by the State, which is the date stamped by the Department in the lower right hand corner cover page of this Agreement. The Grantee agrees, subject to Exhibit B, Section 6A and 6B, that neither Work shall commence, nor will any costs be incurred to be paid with CDBG funds, prior to the effective date of this Agreement unless the Grantee has received prior written approval from the Department. The Grantee agrees the Work shall be completed by the termination date specified on the cover page of this Agreement (as stated in Exhibit A, Section 3).

#### **2. Sufficiency of Funds and Termination**

- A. The Department may terminate this Agreement at any time for cause by giving at least fourteen (14) days written notice to the Grantee. Cause shall consist of violations of any terms and/or special conditions of this Agreement, upon the request of HUD, or withdrawal of the Department's expenditure authority. Upon termination of this Agreement, unless otherwise approved in writing by the Department, any unexpended funds received by the Grantee shall be returned to the Department within fourteen (14) days of the Notice of Termination.
- B. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays, which would occur if the Agreement were executed after the determination was made.
- C. This Agreement is valid and enforceable only if sufficient current funds are made available to the Department by the United States Government for the Federal fiscal year. In addition, this Agreement is subject to any additional restrictions, limitations, conditions, or statute enacted by the Congress or State Legislature, which may affect the provisions, terms or funding of this Agreement in any manner.
- D. If Congress does not appropriate sufficient funds for the Program, the Department may amend this Agreement to reflect any reduction in funds, or it may terminate this Agreement by giving fourteen (14) days written notice to the Grantee.

## EXHIBIT C

### 3. Meeting National Objectives

All grant activities performed under this Agreement must meet one of the National Objectives of the HUD Regulations. For the purposes of this Agreement, the Grantee's Business Assistance activity must meet (A) Benefit to TIG Households or (B) Prevention and/or Elimination of Slums or Blight as described below. For Microenterprise Assistance activities, the Grantee must only meet (A) Benefit to TIG Households as described below:

- A. Benefit to TIG Households: The CDBG funded activities shall benefit TIG households, as specified in the grant Application, and this benefit must be achieved by the grant termination date. Households whose incomes are in the Lowest Targeted Income Group (LTIG) may not be excluded from participation in any CDBG-funded activities.
- B. Prevention and/or Elimination of Slum and Blight: The Scope of Work shall consist of activities that aid in the Prevention or Elimination of Slum or Blight, pursuant to Federal Regulation described at 24 CFR 570.483 (c)(1)-(2).

### 4. Inspections of Grant Activity

- A. The Grantee shall inspect any grant activity performed by contractors and subrecipients hereunder to ensure that the grant activity(ies) is being and has been performed in accordance with the applicable Federal, State and/or local requirements and this Agreement.
- B. The Department reserves the right to inspect any grant activity(ies) performed hereunder to verify the grant activity(ies) is being and has been performed in accordance with the applicable Federal, State and/or local requirements, and this Agreement.
- C. The Grantee agrees to require all grant activity(ies) found by such inspections not to conform to the applicable requirements be corrected, and to withhold payment to its contractor or subcontractor, respectively, until it is so corrected.

### 5. Insurance

The Grantee shall have and maintain in full force and effect during the term of this Agreement such forms of insurance, at such levels as may be determined by the Grantee and the Department to be necessary for specific components of the grant activity(ies) described in Exhibit A.

## EXHIBIT C

### 6. Contractors and Subcontractors

- A. The Grantee shall not enter into any agreement, written or oral, with any contractor without the prior determination of the contractor's eligibility. A contractor or subcontractor is not eligible to receive grant funds if the contractor is not licensed, not in good standing with the State of California, or is listed on the Federal Consolidated List of Debarred, Suspended, and Ineligible Contractors.
- B. An agreement between the Grantee and any contractor shall require the contractor and its subcontractors, if any, to:
  - 1) Perform the grant activity(ies) in accordance with Federal, State and local housing and building codes, as are applicable.
  - 2) Comply with the applicable State and Federal requirements described in Exhibits D and E of this Agreement, which pertain to, among other things, labor standards, non-discrimination, Americans with Disabilities Act, Equal Employment Opportunity, and Drug-Free Workplace.
  - 3) Maintain at least the minimum State-required Workers' Compensation Insurance for those employees who will perform the grant activity(ies) or any part of it.
  - 4) Maintain, if so required by law, unemployment insurance, disability insurance and liability insurance, which is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the contractor or any subcontractor in performing the grant activity(ies) or any part of it.
  - 5) Retain all books, records, accounts, documentation, and all other materials relevant to this Agreement for a period of five (5) years from date of termination of this Agreement, or five (5) years from the conclusion or resolution of any and all audits or litigation relevant to this Agreement and any amendments, whichever is later.
  - 6) Permit the State, Federal government, the Bureau of State Audits, the Department and/or their representatives, upon reasonable notice, unrestricted access to any or all books, records, accounts, documentation, and all other materials relevant to this Agreement for the purpose of monitoring, auditing, or otherwise examining said materials.

## EXHIBIT C

### 7. Periodic Reporting Requirements

During the term of this Agreement, the Grantee must submit the following reports by the dates identified, respectively, or as otherwise required at the discretion of the Department. The Grantee's performance under this Agreement will be based, in part, on whether it has submitted the reports on a timely basis.

- A. Financial and Accomplishment Report (FAR) (Semi-Annual): Submit by January 31 and July 31.
- B. Annual Grantee Performance Report (GPR): Submit by July 31 starting from the contract effective date to subsequent June 30, and for each State fiscal term.
- C. Section 3 Report: Submit with Annual Grantee Performance Report (GPR) by July 31 for each State Fiscal Year.
- D. Wage Compliance Reports: Semi-annual Wage Compliance Reports are to be submitted by October 31 and April 30 during the entire construction period. The final Wage Compliance Report is to be submitted thirty (30) days after construction is completed.
- E. Quarterly Program Income Report: Submit on or before January 31, April 30, and October 31 of each year.
- F. Annual Program Income Report: Submit by July 31 of each year regardless of whether or not the Grantee has any open grants.
- G. Funds Request Form: Submit a Funds Requests Form as funds are needed.
- H. Economic Development Progress Report with FAR (semi-annual): Submit on or before January 31 and July 31 of each year.
- I. Any other reports required as a Special Condition of this Agreement.



**EXHIBIT C****8. Monitoring Requirements**

The Department shall perform a program and/or fiscal monitoring of the grant activity(ies). The Grantee shall be required to resolve any monitoring findings to the Department's satisfaction by the deadlines set by the Department. If findings are not adequately resolved in a timely manner, the Department may deduct points from the Grantee's performance score on future applications.

**9. Grant Closing Requirements**

A. The Grantee must submit the following within forty-five (45) days after the termination date of this Agreement:

- 1) The Final FAR: The period of this report is the final period of this Agreement.
- 2) The Final Funds Request: If any, for final reimbursement.

B. The Grantee must submit the following within ninety (90) days after the termination date of this Agreement:

- 1) The Final GPR, per current State CDBG Grant Management Manual.
- 2) The Closeout Certification Letter, per current State CDBG Grant Management Manual.
- 3) Return of Unexpended Funds: All funds received by the Grantee but not expended by the termination date of this Agreement must be accounted for and returned. Funds shall be returned in accordance with the current State CDBG Grant Management Manual.
- 4) The Closeout FAR: The period of this report is from the Start Date to the End Date of this Agreement.
- 5) Annual Audit Report: The Grantee must submit an annual audit report to the State Controller's Office (SCO) pursuant to the requirements of OMB Circular A-133.
- 6) Evidence, satisfactory to the Department, of compliance with any other Special Conditions of this Agreement.

**EXHIBIT C****10. Obligations of Grantee with Respect to Certain Third Party Relationships**

The Grantee shall remain fully obligated under the provisions of this Agreement, notwithstanding its designation of any third party or parties for the undertaking of all or any part of the Program with respect to which assistance is being provided under this Agreement to the Grantee. The Grantee shall comply with all lawful requirements of the Department necessary to ensure that the Program, with respect to which assistance is being provided under this Agreement to the Grantee, is carried out in accordance with the Department's Assurance and Certifications, including those with respect to the assumption of environmental responsibilities of the Department under Section 104(g) of the Housing and Community Development Act of 1974.

**11. Signs**

If the Grantee places signs stating that the Department is providing financing, it shall indicate in a typeface and size commensurate with the Department's funding portion of the project that the Department is a source of financing through the CDBG Program.

**12. Audit/Retention and Inspection of Records**

- A. The Grantee must have intact, auditable fiscal records at all times. If the Grantee is found to have missing audit reports from the SCO during the term of this Agreement, the Grantee will be required to submit a plan to the State, with task deadlines, for submitting the audit report to the SCO. If the deadlines are not met, the Grantee will be subject to termination of this Agreement and disencumbrance of the funds awarded. The Grantee's audit completion plan is subject to prior review and approval by the Department.
- B. The Grantee agrees that the Department or its designee will have the right to review, obtain, and copy all records pertaining to performance of this Agreement. The Grantee agrees to provide the Department or its designee with any relevant information requested and shall permit the Department or its designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with California Public Contract Code (PCC) Section 10115 et seq., Government Code (GC) Section 8546.7 and 2 CCR 1896.60 et seq. The Grantee further agrees to maintain such records for a period of five (5) years after final payment under this Agreement. The Grantee shall comply with the caveats and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in PCC 10115.10.

### EXHIBIT C

- C. An expenditure which is not authorized by this Agreement, or which cannot be adequately documented, shall be disallowed and must be reimbursed to the Department or its designee by the Grantee. Expenditures for grant activity(ies) not described in Exhibit A shall be deemed authorized if the performance of such grant activity(ies) is approved in writing by the Department prior to the commencement of such grant activity(ies).
- D. Absent fraud or mistake on the part of the Department, the determination by the Department of the allowability of any expenditures shall be final.
- E. For the purposes of annual audits under OMB Circular A-133 (The United States Office of Management and Budget Circular for Audits of States and Local Governments), Grantee shall use the Federal Catalog number 14.228 for the State CDBG Program.
- F. Pursuant to OMB Circular A-133, the Grantee shall perform an annual audit at the close of each fiscal year in which this Agreement is in effect. Audit costs for this Agreement are a general administration expense and are subject to the general administration expenditure limits associated with this Agreement. The costs of the CDBG-related portion of the audit may be charged to the program in accordance with Public Law 98-502, OMB Circular A-133 and Section 7122 of Title 25 CCR.
- G. Notwithstanding the foregoing, the Department will not reimburse the Grantee for any audit cost incurred after the termination date of this Agreement.
  - 1) The audit shall be performed by a qualified State, Department, local or independent auditor. The agreement/contract for audit shall include a clause, which permits access by the Department to the independent auditor's working papers.
  - 2) If there are audit findings, the Grantee must submit a detailed response to the Department for each audit finding. The Department will review the response and, if it agrees with the response, the audit process ends and the Department will notify the Grantee in writing. If the Department is not in agreement, the Grantee will be contacted in writing and informed what corrective actions must be taken. This action may include the repayment of disallowed costs or other remediation.
  - 3) The Department shall not approve reimbursement for any expenditures for the audit, prior to receiving an acceptable audit report.

## EXHIBIT C

- 4) If so directed by the Department upon termination of this Agreement, the Grantee shall cause all records, accounts, documentation and all other materials relevant to the grant activity(ies) to be delivered to the Department as depository.

### 13. **Conflict of Interest of Members, Officers, or Employees of Contractors, Members of Local Governing Body, or other Public Officials**

No member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the program during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for grant activities to be performed in connection with the program assisted under this Agreement. The Grantee shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this Section.

### 14. **Waivers**

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce at any time the provisions of this Agreement or to require at any time performance by the Grantee of these provisions shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce these provisions.

### 15. **Litigation**

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Grantee shall notify the Department immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement or the Department, and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of the Department.

**EXHIBIT C****16. Lead-Based Paint Hazards**

Activity(ies) performed with assistance provided under this Agreement are subject to lead-based paint hazard regulations contained in Title 8 (Industrial Relations) and Title 17 (Public Health) of the CCR and 24 CFR Part 35 (Lead Disclosure). Any grants or loans made by the Grantee with assistance provided under this Agreement shall be made subject to the provisions for the elimination or mitigation of lead-based paint hazards under these Regulations. The Grantee shall be responsible for the notifications, inspections, and clearance certifications required under these Regulations.

**17. Prevailing Wages**

- A. Where funds provided through this Agreement are used for construction work, or in support of construction work, the Grantee shall ensure that the requirements of California Labor Code (LC), Chapter 1, commencing with Section 1720, Part 7 (pertaining to the payment of prevailing wages and administered by the California Department of Industrial Relations) are met.
- B. For the purposes of this requirement "construction work" includes, but is not limited to rehabilitation, alteration, demolition, installation or repair done under contract and paid for, in whole or in part, through this Agreement. All construction work shall be done through the use of a written contract with a properly licensed building contractor incorporating these requirements (the "construction contract"). Where the construction contract will be between the Grantee and a licensed building contractor, the Grantee shall serve as the "awarding body" as that term is defined in the Labor Code. Where the Grantee will provide funds to a third party that will enter into the construction contract with a licensed building contractor, the third party shall serve as the "awarding body." Prior to any disbursement of funds, including but not limited to release of any final retention payment, the Department may require a certification from the awarding body that prevailing wages have been or will be paid.

**18. Compliance with State and Federal Laws and Regulations**

- A. The Grantee agrees to comply with all State laws and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the Grantee, its subgrantees, contractors or subcontractors, and the grant activity, and any other State provisions as set forth in Exhibit D.
- B. The Grantee agrees to comply with all Federal laws and regulations applicable to the CDBG Program and to the grant activity(ies), and with any other Federal provisions as set forth in Exhibit E.

**EXHIBIT D**

**STATE OF CALIFORNIA**  
**GENERAL TERMS AND CONDITIONS**

**1. Approval**

This Agreement is of no force and effect until signed by both parties.

**2. Amendment**

No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

**3. Assignment**

This Agreement is not assignable by the Grantee, either in whole or in part, without the consent of the State in the form of a formal written amendment.

**4. Indemnification**

Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work services, materials or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee in the performance of this Agreement.

**5. Disputes**

Grantee shall continue with the responsibilities under this Agreement during any dispute.

**6. Termination for Cause**

The State may terminate this Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Agreement at the time and in the manner herein provided.

**7. Independent Contractor**

Grantee, and the agents and employees of Grantee, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.



**EXHIBIT D**

**8. Non-Discrimination Clause**

- A. During the performance of this Agreement, Grantee and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Grantee and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.
- B. Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

**9. Timeliness**

Time is of the essence in this Agreement.

**10. Governing Law**

This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

**11. Child Support Compliance Act**

If this Agreement is in excess of \$100,000, by executing this Agreement, Grantee acknowledges and agrees to the following:

- A. Grantee recognizes the importance of child and family support obligations and shall fully comply with all applicable State and Federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and

**EXHIBIT D**

- B. Grantee, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**12. Severability**

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**13. Drug-Free Workplace Requirements**

Grantee shall comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and shall provide a drug-free workplace by taking the following actions:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- B. Establish a Drug-Free Awareness Program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Grantee's policy of maintaining a drug-free workplace; (3) any available counseling, rehabilitation and employee assistance programs; and (4) penalties that may be imposed upon employees for drug abuse violations.
- C. Every employee who works on the proposed contract will: (1) receive a copy of the Grantee's drug-free workplace policy statement; and (2) agree to abide by the terms of the Grantee's statement as a condition of employment under this Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Grantee may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Grantee has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Government Code Section 8350 et seq.)

**EXHIBIT D****DOING BUSINESS WITH THE STATE OF CALIFORNIA**

**The following laws apply to persons or entities doing business with the State of California:**

**14. Conflict of Interest**

Grantee needs to be aware of the following provisions regarding current or former state employees. If Grantee has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

**A. Current State Employees (Public Contracts Code Section 10410):**

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular State employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any State agency to provide goods or services.

**B. Former State Employees (Public Contracts Code Section 10411):**

- 1) For the two-year period from the date he or she left State employment, no former State officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any State agency.
- 2) For the twelve-month period from the date he or she left State employment, no former State officer or employee may enter into a contract with any State agency if he or she was employed by that State agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving State service.

**C. If Grantee violates any provisions of above Sections, such action by Grantee shall render this Agreement void. (Public Contracts Code Section 10420).**

**EXHIBIT D**

- D. Members of boards and commissions are exempt from this Section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Public Contracts Code Section 10430 (e))

**15. Labor Code/Workers' Compensation**

The Grantee needs to be aware of the provisions which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions, and Grantee affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

**16. Americans With Disabilities Act**

The Grantee assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

**17. Grantee Name Change**

An amendment is required to change the Grantee's name as listed on this Agreement. Upon receipt of legal documentation of the name change, the State will process the amendment.

**18. Corporate Qualifications to Do Business in California**

- A. If Grantee is a corporation, the State may verify that the Grantee is currently qualified to do business in California in order to ensure that all obligations due to the State are fulfilled.
- B. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the State not be subject to the franchise tax.
- C. Both domestic and foreign corporations (those incorporated outside California) must be in good standing in order to be qualified to do business in California. If Grantee is a corporation, the State will determine whether Grantee is in good standing by contacting the Office of the Secretary of State.

**EXHIBIT D**

**19. Resolution**

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

**20. Air or Water Pollution Violation**

Under the State laws, the Grantee shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of the provisions of Federal law relating to air or water pollution.

**21. Payee Data Record Form Std. 204**

This form must be completed by all contractors that are not another State agency or other government entity.

**22. National Labor Relations Board Certification**

If Grantee is receiving Federal funds under this Agreement, Grantee certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Grantee within the immediately preceding two-year period because of Grantee's failure to comply with an order of a Federal court, which orders Grantee to comply with an order of the National Labor Relations Board. (Not applicable to public entities.)

**EXHIBIT E**

**SPECIAL TERMS AND CONDITIONS**

**1. Anti-Lobbying Certification**

The Grantee shall require that the language of this certification be included in all contracts or subcontracts entered into in connection with this grant activity(ies) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and no more than \$100,000 for such failure.

"The undersigned certifies, to the best of his or her knowledge or belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions."

**2. Bonus or Commission, Prohibition Against Payments of**

The assistance provided under this Agreement shall not be used in the payment of any bonus or commission for the purpose of:

- A. Obtaining the Department's approval of the application for such assistance; or
- B. The Department's approval of the applications for additional assistance; or



## **EXHIBIT E**

- C. Any other approval or concurrence of the Department required under this Agreement, Title I of the Housing and Community Development Act of 1974, or the State regulations with respect thereto; provided, however, that reasonable fees for bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as program costs.

### **3. Citizen Participation**

The Grantee is subject to the requirements concerning citizen participation contained in Federal Regulations at 24 CFR 570.486, Local Government Requirements.

### **4. Clean Air and Water Acts**

This Agreement is subject to the requirements of the Clean Air Act, as amended, 42 USC 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended from time to time.

### **5. Conflict of Interest of Certain Federal Officials**

No member of or delegate to the Congress of the United States, and no resident commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

### **6. Environmental Requirements**

The Grantee shall comply with the provisions of the National Environmental Policy Act (NEPA) by following the procedures contained in 24 CFR Part 58.

### **7. Equal Opportunity**

- A. The Civil Rights, Housing and Community Development, and Age Discrimination Acts Assurances:

During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, handicap, religion, familial status, or religious preference, under any grant activity funded by this Agreement, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, the Age Discrimination Act of 1975, the Fair Housing Amendment Act of 1988, and all implementing regulations.

**EXHIBIT E**

**B. Rehabilitation Act of 1973 and the "504 Coordinator":**

The Grantee further agrees to implement the Rehabilitation Act of 1973, as amended, and its regulations, 24 CFR Part 8, including, but not limited to, for Grantees with fifteen (15) or more permanent full or part time employees, the local designation of a specific person charged with local enforcement of this Act, as the "504 Coordinator."

**C. The Training, Employment, and Contracting Opportunities for Business and Lower- Income Persons Assurance of Compliance:**

- 1) The grant activity(ies) to be performed under this Agreement is on a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the HUD Act of 1968, as amended, 12 U.S.C. 1701u. Recipients, contractors and subcontractors shall direct their efforts to provide, to the greatest extent feasible, training and employment opportunities generated from the expenditure of Section 3 covered assistance to Section 3 residents in the order of priority provided in 24 CFR 135.34(a)(2).
- 2) The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of HUD set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this Agreement. The parties to this Agreement certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- 3) The Grantee will include these Section 3 clauses in every contract and subcontract for work in connection with the grant activity(ies) and will, at the direction of the Department, take appropriate action pursuant to the contract or subcontract upon a finding that the Grantee or any contractor or subcontractor is in violation of regulations issued by the Secretary of HUD, 24 CFR Part 135 and, will not let any contract unless the Grantee or contractor or subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

**EXHIBIT E**

- 4) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this Agreement shall be a condition of the Federal financial assistance provided to the grant activity(ies), binding upon the Grantee, its successors, and assigns. Failure to fulfill these requirements shall subject the Grantee, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the Agreement through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

- D. Assurance of Compliance with Requirements Placed on Construction Contracts of \$10,000 or more:

The Grantee hereby agrees to place in every contract and subcontract for construction exceeding \$10,000 the Notice of Requirement for Affirmative Action to ensure Equal Employment Opportunity (Executive Order 11246), the Standard Equal Employment Opportunity, and the Construction Contract Specifications. The Grantee furthermore agrees to insert the appropriate Goals and Timetables issued by the U.S. Department of Labor in such contracts and subcontracts.

**8. Flood Disaster Protection**

- A. This Agreement is subject to the requirements of the Flood Disaster Protection Act of 1973 (P.L. 93-234). No portion of the assistance provided under this Agreement is approved for acquisition or construction purposes as defined under Section 3(a) of said Act, for use in an area identified by the Secretary as having special flood hazards which is located in a community not then in compliance with the requirements for participation in the national flood insurance program pursuant to Section 201(d) of said Act.
- B. The use of any assistance provided under this Agreement for such acquisition or construction in such identified areas in communities then participating in the national flood insurance program shall be subject to the mandatory purchase of flood insurance requirements of Section 102(a) of said Act.
- C. Any contract or agreement for the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Agreement shall contain certain provisions. These provisions will apply if such land is located in an area identified by the Secretary as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968, as amended, 42 U.S.C. 4001 et seq.

## EXHIBIT E

- D. These provisions shall obligate the transferee and its successors or assigns to obtain and maintain, during the ownership of such land, such flood insurance as required with respect to financial assistance for acquisition or construction purposes under Section 102(s) of the Flood Disaster Protection Act of 1973. Such provisions shall be required notwithstanding the fact that the construction on such land is not itself funded with assistance provided under this Agreement.

### 9. **Labor Standards--Federal Labor Standards Provisions**

The Grantee shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of:

- A. Davis-Bacon Act (40 U.S.C. 3141-3148) requires that workers receive no less than the prevailing wages being paid for similar work in their locality. Prevailing wages are computed by the Department of Labor and are issued in the form of federal wage decisions for each classification of work. The law applies to most construction, alteration, or repair contracts over \$2,000.
- B. "Anti-Kickback Act of 1986" (41 U.S.C. 51-58) prohibits any person from (1) providing, attempting to provide, or offering to provide any kickback; (2) soliciting, accepting, or attempting to accept any kickback; or (3) including directly or indirectly, the amount of any kickback prohibited by clause (1) or (2) in the contract price charged by a subcontractor to a prime contractor or a higher tier subcontractor or in the contract price charged by a prime contractor to the United States.
- C. Contract Work Hours and Safety Standards Act - CWHSSA (40 U.S.C. 3702) requires that workers receive "overtime" compensation at a rate of one to one-half (1-1/2) times their regular hourly wage after they have worked forty (40) hours in one week.
- D. Title 29, Code of Federal Regulations, Subtitle A, Parts 1, 3 and 5 are the regulations and procedures issued by the Secretary of Labor for the administration and enforcement of the Davis-Bacon Act, as amended.

### 10. **Procurement**

The Grantee shall comply with the procurement provisions in 24 CFR Part 85.36, Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.

## EXHIBIT E

### 11. **Program Income**

"Program Income" means gross income earned by the Grantee from grant-funded activities and is subject to CDBG regulatory requirements pursuant to 24 CFR 570.489 (e), Program Administrative Requirements, Program Income. These regulations include the requirement that the Grantee record receipt and expenditure of Program Income as part of the financial transactions of the grant activity(ies).

### 12. **Non-Performance**

Prior to closing out this Agreement, the Department shall review the actual National Objective and/or Public Benefit achievements of the Grantee. In the event that the National Objective and/or Public Benefit requirements are not met, the Department may, in its sole discretion, impose any or all of the following remedies: recapture of part or all of the Program Income; reimbursement of part or all of the grant amount; and/or exclusion of the Grantee from further CDBG funding for a period of time to be determined by the Department.

### 13. **Relocation, Displacement, and Acquisition**

The provisions of the Uniform Relocation Act, as amended, 49 CFR Part 24, and Section 104(d) of the Housing and Community Development Act of 1974 shall be followed where any acquisition of real property is carried out by the Grantee and assisted in whole or in part by funds allocated by CDBG.

### 14. **Uniform Administrative Requirements**

The Grantee shall comply with applicable Uniform Administrative Requirements as described in 24 CFR Section 570.502, including cited Sections of 24 CFR Part 85.

Community Development Block Grant Program  
Economic Development Allocation

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

**2009 – 2010 Enterprise Fund Application  
Submitted by**

**EL DORADO COUNTY**



**STATE OF CALIFORNIA  
Department of Housing and Community Development  
Division of Financial Assistance  
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/>**



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California  
Community  
Economic  
Enterprise Fund  
Component  
2009-2010



Application Summary &  
Compliance



Business Assistance  
Program



Microenterprise  
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**Application Summary**  
**State Community Development Block Grant**  
**2008 – 2009 Enterprise Fund Application**

**1.a Applicant Information**Applicant Name: County of El Dorado Human Services DUNS # 965067382Address: 937 Spring StreetCity: PlacervilleState: CAZip Code: 95667County: EL DORADO
☐ 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: DanielLast Name: NielsonJob Title: Director, Department 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: 530-295-2598E-mail: daniel.nielson@edcgov.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: ShawnaLast Name: Purvines

Name of Agency: \_\_\_\_\_

Job Title: Senior PlannerAddress: 2850 Fair Lane Court, Bldg. CCity: PlacervilleState: CAZip Code: 95667Phone: (530) 621-5362

Ext.: \_\_\_\_\_

Fax: (530) 622-1708E-mail: shawna.purvines@edcgov.us

<b>2. Requested Funding By Activity</b>				
<b>Activity</b>	<b>Activity Amount Requested (\$)</b>	<b>Activity Delivery Amount Requested (\$)</b>	<b>Result of CDBG PTA Grant?</b>	<b>Total Amount Requested (\$)</b>
<b>Business Assistance</b>				
Loans	\$118,000	\$ 17,700	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No PTA #	\$135,700
Grants/Loans Supporting Infrastructure	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No PTA #	\$
<b>Microenterprise Assistance</b>				
Technical Assistance	\$ 75,000	\$ 9,300	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No PTA #	\$ 84,300
General Support	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No PTA #	\$
Loans	\$ 50,000	\$ 7,500	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No PTA #	\$ 50,000
<b>Activity Totals</b>	\$243,000	\$ 34,500		\$277,500
General Administration (not to exceed 7.5 percent (%))				\$ 22,500
Total Amount Requested				\$300,000

<b>3. Activity Leverage*</b>				
<b>CDBG Activity<sup>1</sup></b>	<b>Name of Source<sup>2</sup></b>	<b>Type of Leverage<sup>3</sup></b>	<b>Type of Documentation<sup>4</sup></b>	<b>Amount of Leverage (\$)<sup>5</sup></b>
<b>General Administration</b>				
	El Dorado County	Staff In Kind	Resolution	1,000
<b>Business Assistance</b>				
<b>Business Assistance Activity Delivery</b>				
	El Dorado County Chamber of Commerce	In-kind	Letter	7,500
	County Economic Development Corporation	In-kind	Letter	7,500
	Umpqua Bank	In-kind	Letter	2,500
	Greater Sacto Certified Dev. Corporation	In-kind	Letter	3,000
	EDH Chamber	In-kind	Letter	1,650
<b>Microenterprise Assistance</b>				
<b>Microenterprise Activity Delivery</b>				
	El Dorado County Chamber of Commerce	In-kind	Letter	7,500
	County Economic Development Corporation	In-kind	Letter	7,500
	Umpqua Bank	In-kind	Letter	2,500
	Greater Sacto Certified Dev. Corporation	In-kind	Letter	3,000
	EDH Chamber	In-kind	Letter	1,650
	El Dorado County	Staff In Kind	Resolution	1,000
<b>TOTAL</b>				<b>46,300</b>

Notes:

\* All leverage must be reflected on this chart. It is important to note that leverage is a



\* All leverage must be reflected on this chart. It is important to note that leverage is a commitment that is included by source and dollar amount in the grant agreement, and will held as a monitoring standard should the application be funded. The proposed leverage should be a realistic one that will be fully expended during the term of the grant.

Redevelopment funds must be in the Applicant's resolution to be count as leverage in this criterion. Cash identified as an equity requirement for business loans in the Applicant's Program Guidelines will no longer be accepted.

1. Identify sub-category of activity such as Loans under Business Assistance or Technical Assistance under Microenterprise Assistance.
2. Identify source of funding such as City, County, RDA, EDC, SBA, etc. State or Federal organizations are not eligible to be counted.
3. Identify the type of leverage such as cash, "in-kind", match funds.
4. Identify the Type of documentation such as Letter of Support, Resolution.
5. Identify amount of leverage either cash or in-kind cash equivalent. The amount of leverage must be documented in a resolution or letter.

<b>4. Location Of Activities – U.S. Census</b>		
<b>Name of CDBG Activity</b>	<b>Is Activity Jurisdiction-Wide or Target Area (check one below)</b>	<b>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.</b>
<b>Business Assistance</b>		
Business Loans	<input checked="" type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	
Public Infrastructure	<input type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	
<b>Microenterprise Assistance</b>		
Technical Assistance	<input checked="" type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	
General Support	<input type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	
Micro Business Loans	<input checked="" type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	

<b>5. Proposed Activity(s) And Beneficiaries</b>							
Activity	# of Business Expansions	# of Business Start-Ups	# Jobs Created/ Retained	# TIG Jobs	# TIG Clients (ME)	# TIG House-holds	CDBG National Objective*
<b>Business Assistance</b>							
Business Loans	1	0	2	2			<input type="checkbox"/> Slums/ Blight <input checked="" type="checkbox"/> TIG - Jobs
Supporting Infrastructure							<input type="checkbox"/> Slums/ Blight <input type="checkbox"/> TIG - Jobs
<b>Microenterprise Assistance</b>							
Technical Assistance	5	10			15		<input checked="" type="checkbox"/> TIG - Clients
General Support							<input type="checkbox"/> TIG - Clients
Business Micro Loans	1	1	2	2	2		<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.

<b>6. Proposed Business Assistance Activity (S) National Objective</b>			
<p>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.</p> <p>1. Not Applicable</p>			
Activity	# of Businesses Assisted	# of Jobs Created/retained	# of TIG Jobs*
Business Assistance: Business Loans and Infrastructure Grants	1	2	2

\* 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	\$118,000	3	\$39,334

**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	\$75,000	15	10	5

## 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	15
Clients receiving technical assistance and business support	15
Clients completing Program	7
Clients receiving General Support	n/a
Business start-ups	10
CDBG loans to microenterprises	2
Business expansions	5
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	Tom	McClintock
Assembly			
Senate			
Congress			
Assembly			
Senate			
Congress			
Assembly			
Senate			
Congress			

## 11. Target Populations

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

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

## 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 1.5.*"

☒ 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 County of El Dorado that the activities proposed in this application for State Community Development Block Grant funds are exempt from environmental review requirements under NEPA because they are defined as exempt activities in 24 CFR Part 58.34. The activity(s) judged exempt consist(s) of:

List each Exempt Activity with a Brief Description	NEPA Citation
1. General Administration	58.34 (a) (3)
2. Technical Assistance	58.34 (a) (3)
3. Activity Delivery	58.34 (a) (3)
4.	
<u>Daniel Nielson, M.P.A</u> Printed	_____
Name of Authorized Official	Signature
<u>Director, Department of Human Services</u>	_____
Title	Date



**FORM 58.6**

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

- 1) General Administration Activities
- 2) Technical Assistance
- 3) Activity Delivery

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

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

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

**FLOOD DISASTER PROTECTION ACT**

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

( ☒ ) No: Cite Source Document: 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?

( ☒ ) No; Cite Source Documentation:

There are no coastal barrier resource areas in California

(This element is completed).

( ☐ ) Yes – **Federal assistance may not be used in such an area.**

**AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES**

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

( ☒ ) No, **The activity does not involve sale or acquisition of property. Project complies with 24 CFR 51.202(a)(3)**

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

Shawna Purvines

Preparer Signature

Print Name

Date

**Daniel Nielson, M.P.A.**

Responsible Entity Official Signature

Print Name

Date



**17. Official (s) Authorized to Sign Application**Name: Daniel Nielson, M.P.A.Title: Director Human Services

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ADDITIONAL SIGNATURES REQUIRED FOR JOINT APPLICATIONS ONLY**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION 1. APPLICATION SUMMARY ATTACHMENTS

This Section contains:

- 1.1 Governing Body Resolution (*signed original*)
- 1.2 Statement of Assurances
- 1.3 OMB Circular A-133
- 1.4 Census Data Attachment
- 1.5 Growth Control Attachment
- 1.6 Location Map Attachment
- 1.7 Ethnic/TIG Map Attachment
- 1.8 Joint Powers Agreement Attachment



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

**APPROVING A 2009/2010 APPLICATION FOR FUNDING FROM THE ECONOMIC DEVELOPMENT ENTERPRISE FUND COMPONENT OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM ALLOCATION AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO WITH THE STATE OF CALIFORNIA FOR THE PURPOSES OF THIS GRANT**

**WHEREAS**, the California Department of Housing and Community Development (the "Department") has announced the availability of Community Development Block Grant (CDBG) funds under the Economic Development Enterprise Fund Component and is authorized to make these funds available to jurisdictions.

**WHEREAS**, on June 12, 2009 the Department issued a Notice of Funding Availability announcing the availability of funds under the CDBG Economic Development Enterprise Fund Component (the "NOFA").

**WHEREAS**, in response to the 2009 NOFA, the County of El Dorado (the "Applicant"), will submit an application for an allocation of CDBG Economic Development Enterprise Funds to support the County's small business and Microenterprise Assistance Program.

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

**SECTION 1:**

The County of El Dorado Board of Supervisors has reviewed and hereby approves an application for up to \$300,000 from the State Community Development Block Grant (CDBG Program) Enterprise Fund for the following activities:

1) General Administration	\$ 22,500
2) Business Assistance	\$ 118,000
3) Activity Delivery/Business Assistance	\$ 17,700
4) Microenterprise Assistance	\$ 125,000
5) Activity Delivery/Microenterprise Assistance	\$ 16,800

**SECTION 2:**

The County hereby approves the use of Local Leverage Funding Sources in the amount of \$2,000 to be used as the County's leverage for this application.

Business Assistance Program	\$ 1,000
Microenterprise Assistance Program	\$ 1,000

**SECTION 3:**

The Chairman of the Board of Supervisors is hereby authorized to act on behalf of the County in signing the Statement of Assurances, and the Director of Human Services, or successor, is hereby



## STATEMENT OF ASSURANCES (2009)

The County of El Dorado hereby assures and certifies that:

1. Legal Authority

It possesses legal authority to apply for the grant and to execute the proposed program.

2. Application Authorization

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. Citizen Participation

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; and
- 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; and
- 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; and
- 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; and
- 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. National Objective

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. NEPA Environmental Review

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, titled "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. CEQA

Consents to assume the role of either Lead Agency as defined by Section 21067 of the California Public Resources Code, or if another public 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. Audit/Performance Findings

Has resolved any audit findings or performance problems for prior CDBG grants awarded by the State.

#### 8. Growth Control

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 it:



- 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. Uniform Administrative Requirements

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. Nondiscrimination

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. Anti-Displacement/Relocation

Will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and certifies that it 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. Labor Standards

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 (40 USC. 276a) regarding prevailing wage rates.
- d. Contract Work Hours and Safety Standards Act (40 USC 3702) regarding overtime compensation.
- e. Anti-Kickback Act of 1934 (41 USC 51-58) prohibiting "kickbacks" of wages in federally assisted construction activities.

13. Architectural Barriers

Will comply with the Architectural Barriers Act of 1968 (42 USC 4151-4157) and implementing regulations (24 CFR Part 40-41).

14. Conflict of Interest

Will enforce standards for conflicts of interest, which govern the performance of their officers, employees, or agents, engaged in the award and administration, in whole or in part, of State CDBG grant funds (Section 7126 of the State regulations).

15. Limitations on Political Activities

Will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.

16. Lead-Base Paint

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. Debarred Contractors

The applicant or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal

assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System ([www.epls.gov](http://www.epls.gov)). In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is 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. Inspection of Grant Activities

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. Cost Recovery

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. Procurement

Will follow the federal procurement policies per 24 CFR Sec. 85.36

21. Excessive Force

Will adopt and enforce policies:

- a. Prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations; and
- b. Enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

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

NAME OF CERTIFYING OFFICIAL:

Ron Briggs *(print/type)*

CHIEF ADMINISTRATIVE EXECUTIVE:

Chairman, El Dorado County Board of Supervisors *(enter exact title of person signing)*

\_\_\_\_\_  
Signature (**blue** ink)

\_\_\_\_\_  
Date certified

## 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.

**X** 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.

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

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

The \_\_\_\_\_ (name of entity) has expended less than \$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.

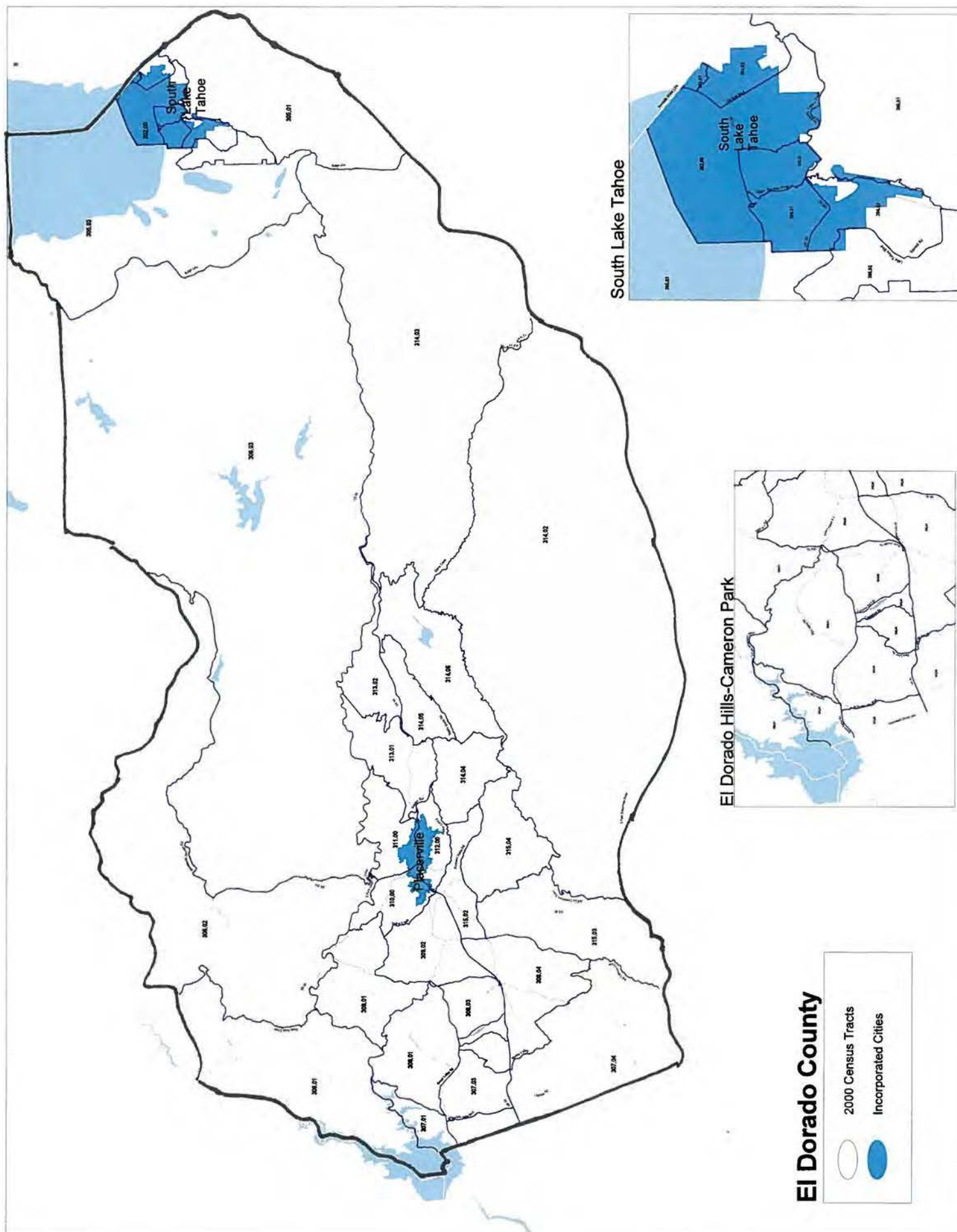
I certify on behalf of El Dorado County Department of Human Services, (name of entity) that the above is a true and accurate statement.

Daniel Nielson, M.P.A., Director

(Printed name and title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date signed)





# EPLS

## Excluded Parties List System

**Search - Current Exclusions**

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates

**View Cause and Treatment Code Descriptions**

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

**Agency & Acronym Information**

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

**OFFICIAL GOVERNMENT USE ONLY**

- > Debar Maintenance
- > Administration
- > Upload Login

**EPLS Search Results****Search Results for Parties Excluded by**

Partial Name : COUNTY or AND EL or DORADO  
As of 27-Jul-2009 2:56 PM EDT  
Save to MyEPLS

Your search returned no results.

[Back](#) [New Search](#) [Printer-Friendly](#)

**Resources**

- > Search Help
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News

**Reports**

- > Advanced Reports
- > Recent Updates
- > Dashboard

**Archive Search - Past Exclusions**

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates

**Contact Information**

- > Email: [support@epls.gov](mailto:support@epls.gov)  
[eplscomments@epls.gov](mailto:eplscomments@epls.gov)
- > Phone: 1-866-GSA-EPLS  
1-866-472-3757

# Mountain Democrat

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

## Proof of Publication of NOTICE OF PUBLIC HEARING

STATE OF CALIFORNIA  
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, and 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:

07/06

All in the year 2009

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

Dated at Placerville, California, this 6th day of July, 2009

  
Signature

### Notice of Public Hearing for Discussion of Possible State CDBG Applications

NOTICE IS HEREBY GIVEN that a public hearing will be held on Friday, July 10, 2009 at 10:00 a.m., by the County of El Dorado, at 937 Spring Street, Room 46, Placerville, CA, 95667, in order to discuss possible applications for funding under the Fiscal Year 2009/10 State Community Development Block Grant (CDBG) Program and to solicit citizen input on possible activities to be included in these applications.

The General and Economic Development Allocations of the State CDBG program publish Notices of Funding Availability (NOFAs) each program year (July 1 to June 30). Eligible cities and counties may submit applications for CDBG funds under these NOFAs. The maximum amount of funding available is described in the NOFA. Typically, up to \$500,000 is available under the General Allocation NOFA each year. Typically, up to \$500,000 is available under the Economic Development Enterprise Allocation each year. Also, the Economic Development Over-the-Counter Allocation can award up to \$2,500,000 per year. Each year Planning and Technical Assistance Grants up to \$70,000 under the General Component and \$70,000 from the Economic Development Component are awarded on a "first come first served basis". The Department issues two small NOFAs each year under the Native American and Colonial Allocations. The Native American Allocation is only for areas where concentrations of low income Native Americans live, who are not part of a federally recognized Indian tribe or Rancheria. The Colonial's funding is only for designated communities within 150 miles of the United States-Mexico border. Eligible activities under the above allocations and NOFAs consist of: housing - new construction projects; housing acquisition and housing rehabilitation programs; community facility and public work projects; public service programs and planning studies. Economic development programs and projects are also eligible along with planning activities. Eligible activities paid for with State CDBG funds must meet one or more of the three national objectives listed in CDBG federal statutes as follows: benefit to low income households or persons; elimination of slums and blight; or meeting urgent community development need (a need from a state or federally declared disaster).

The County of El Dorado anticipates submitting applications under one or more of the State CDBG NOFAs published during the next program year. Applications are anticipated under the General and Economic Development Components as well as the Planning and Technical Assistance Components. A separate public hearing will be held to discuss and approve each proposed application prior to submission to the State.

The purpose of this public hearing will be to give citizens an opportunity to make their comments known regarding what types of eligible activities the County should be applying for under the State CDBG program. If you are unable to attend the public hearing, you may direct written comments to the County of El Dorado, Housing Programs, 937 Spring Street, Placerville, CA 95667, or you may telephone (530) 621-6300. In addition, information is available for review 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 to arrange for those accommodations to be made. Notification hours prior to the meeting will enable the County to make reasonable accommodations to assure accessibility at the meeting.

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

07/06

02526221



# Mountain Democrat

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

## PROOF OF PUBLICATION

## NOTICE OF PUBLIC HEARING

STATE OF CALIFORNIA  
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 & 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:

7/17/09

All in the year 2009

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

Dated at Placerville, California, this  
day of **JULY 17, 2009**

  
Signature

**NOTICE OF PUBLIC HEARING**  
NOTICE IS HEREBY GIVEN that the El Dorado County Department of Human Services, Housing Programs, will conduct a public hearing at 10:00 a.m. on Tuesday, July 28, 2009, at 937 Spring Street, Room 46, Placerville, to discuss the Fiscal Year 2008/09, Community and Economic Development Block Grant (CDBG/EDBG) Program outcomes and solicit citizen input relative to grant applications that may be submitted by El Dorado County in Fiscal Year 2009/10.  
The Department of Human Services will report out on the fiscal year 2008/09 Annual Grantee Performance Reports for the following grants and programs: EDBG 06-EDBG-2767 Microenterprise and Business Assistance, GDBG 05-STBG-1407 Housing Rehabilitation/Housing Acquisition, GDBG 08-STBG-4882 Shelter Grant, along with the Housing Rehabilitation/Housing Acquisition and Economic Development Revolving Loan Funds.  
Maximum award limits for each Fiscal Year 2009/10, 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 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.  
The dollar amount of General, Colonias, and Native American allocations 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 give citizens an opportunity to ask questions and make their comments known. Ideas, comments, discussion, recommendations are invited concerning ongoing grant activities and preparation of a GDBG application. Written and/or oral public comment is invited on any aspect of the grants and programs.  
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: Housing Programs 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 senior 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.  
07/17 02526385

## 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 EF Application's Supplemental Information document.

1.	Poverty Rate	7.1%
2.	Annual Average Unemployment Rate	11.1%
3.	Adverse Economic Event	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- 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 must be documented with a detailed narrative and supporting data. 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.
- A condition that has existed longer than 18 months will not be considered to meet the above standard.
- The event can only be claimed one (1) time.

***Note: Attach Adverse Economic Event" documentation in Section 2 Attachments.***

Examples of Documentation and Data Supporting an Adverse Economic Event	Yes	No
Name of event and date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presidential Declaration of Disaster	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Federally Designated Disaster	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Governor's Declaration of Disaster	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State of California Designated Disaster	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explanation of methodology used for determining job loss.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Percentage (%) of documented civilian labor force job loss.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Numbers of jobs lost resulting from the event.	<input checked="" 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 2005 – 2007**

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.

<b>2.1 Performance on Past CDBG ED Grants – 2005 - 2006</b>	
Grantee: <b>County of El Dorado</b>	Grant #:
<input checked="" type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
<b>Business Assistance Loan Program</b>	<b>Microenterprise Assistance Activity</b>
<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: \$ <input type="checkbox"/> Leverage Expended: \$	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:

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



<b>2.1 Performance on Past CDBG ED Grants – 2006 - 2007</b>	
Grantee: <b>El Dorado County</b>	Grant #: 06-EDBG-2767
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date: 9/21/2007	Contract Termination Date: 2/28/2010
<b>Business Assistance Loan Program</b>	<b>Microenterprise Assistance Activity</b>
<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: <b>N/A Open Grant</b> <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$ <input type="checkbox"/> Leverage Expended: \$	Funds: <b>N/A Open Grant</b> 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: 2 Total funds disbursed: \$120,000 Total Program Income used: \$ Total number of jobs created: 4 Total number of jobs retained:	Activity Results: Technical Assistance: Total # of Entering Program: 13 Total # Completing Program: 11 Total Number of TIG clients: 13  <u>Micro Business Loans:</u> Number of loans approved: 1 Total funds disbursed: \$75,000 Total Program Income used: \$ Total number of start-ups: Total number of expansions: 1



<b>Reporting:</b>	<b>Reporting:</b>
FARS:	FARS:
<input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:	<input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:
EDPR:	EDPR:
<input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
PI:	PI:
<input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
GPR:	GPR:
<input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Wage Compliance: Not applicable	Wage Compliance: Not applicable
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Monitoring Findings:	Monitoring Findings:
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input checked="" type="checkbox"/> Not Monitored	<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:
<b>Business Assistance Loan Program</b>	<b>Microenterprise Assistance Activity</b>
<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: \$ <input type="checkbox"/> Leverage Expended: \$	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:

<b>Reporting:</b>	<b>Reporting:</b>
FARS:	FARS:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:
EDPR:	EDPR:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
PI:	PI:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
GPR:	GPR:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Wage Compliance:	Wage Compliance:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Monitoring Findings:	Monitoring Findings:
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored	<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 Applicant's specific economic development needs.
- **Program Guidelines** should describe all the Applicant's CDBG activities, tasks, and roles that will be conducted by the applicant. The Guidelines must also include 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 applicant should refer to the Application Supplemental Information document for requirements and examples.

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

### **Program Design:**

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

### **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.
- 7.

### **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 organizations and individuals. 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 experience of program operators must address the items listed below.

1. Provide overall program organization chart and activity chart identifying all organizations and individuals who will be doing the work.
2. Describe why the program organization and activity structure will effectively and efficiently carry out the activity (s).
3. Provide complete duty statements of individuals performing work for the activity(s).
4. Provide full and complete resumes of all individuals that include relevant experience, education and special training.
5. Approved contracts for all subrecipients and consultants:
  - a. Letters of commitment or interest with resumes that include relevant experience of all individuals who will be doing the work, including experience, education and special training.



## **2.4 Other Local Organization Support\***

The applicant's local program capacity will also be measured by the applicant's ability and capacity to attract and use other local resources (cash and in-kind services) especially if the grant will be managed entirely in house. For example, the local workforce development agency 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 small business loan borrowers.

The applicant should include executed agreements for service or commitment letters from the contributing local organizations that describe the service and/or non-cash contribution. The applicant may also include cash or in-kind cash equivalent letters of support.

Letters of support from other local organizations must contain the following information:

1. All letters must be on the organization letterhead, dated and signed by the authorized representative of the organization.
2. Effective dates of the commitment.
3. Description of the nature of the contribution: (1) support only or (2) cash or in-kind cash equivalent.
4. Cash or in-kind cash equivalent letters can also be counted as a demonstration of "other local organizational support as well as commitment of other funding sources.

Place all letters of organizational support in Section 2, Attachments, Item 3, Other Local Organization Support or Section 2, Item 4, Commitment of Other Funding Sources.

Notes:

\* Include all letters of non-cash in-kind support, cash and in-kind cash equivalent.



### 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 Commitment of Other Funding Sources

Applicants should seek to maximize the contributions from other available funding sources such as the SBA, private banks, the EDC to complement their Enterprise Fund program activities. This criterion will assess the leverage committed from private and local sources to the Applicant's program.

List all sources and uses of funds that will be used in the activity. Include anticipated CDBG funding and non-CDBG funding. Place all leverage commitment letters and/or documents in Section 2, Leverage Attachments.

USES	SOURCES						
	State CDBG	Bank	Jurisdiction	Other Local (specify)	Owner Equity (Min. 10%)	Private (specify) In-Kind	Other (specify)
<b>Business Loans</b>	118,000				11,800		
<b>Infrastructure</b>							
<b>Activity Delivery</b>	17,700					22,150	
<b>General Administration</b>	10,177		1,000				
<b>Other (specify)</b>							
<b>TOTAL (\$)</b>	145,877		1,000		11,800	22,150	

Notes:

1. All commitment letters must be on the organization letterhead, dated and signed by the authorized representative of the organization. All letters must contain the following information: description of the commitment, the amount of the cash (\$) or in-kind cash equivalent of commitment, and the term of commitment.

### **3.2 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.

## **SECTION 2. BUSINESS ASSISTANCE ACTIVITY**

### **1.0 Need for Program**

El Dorado County has been adversely affected by the overall economic decline. Over 300 jobs have been lost in less than 12 months due to layoffs by some of the County's major employers. In January 2007 El Dorado County reported an annual average unemployment rate of 3.8%. The current annual average unemployment rate has grown to 11.1%, an increase of nearly 300%.

While businesses continue to survive, and in some cases thrive, current economic strains have made it more difficult for business owners to obtain credit lines from traditional lenders for capital improvements and/or expansion. In May 2009, the County Board of Supervisors recognized the need for a focused economic plan of action and adopted a 12-Month Economic Development Action Plan to address critical economic issues facing the county. A major focus of that plan is to provide economic development tools to businesses located in, or relocating to, the unincorporated area of the county, specifically applying for CDBG-EF grant funds to support economic stability and growth.

## **SECTION 2. BUSINESS ASSISTANCE ACTIVITY**

### **2.2 Basic Program Design**

#### **I Description of Activity**

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

Funds can be used for working capital, purchase of supplies and equipment, property acquisition or leasehold improvements. Loans would range from \$5,000 TO \$100,000. Each borrower must create one full time equivalent job for every \$35,000 borrowed.

The County of El Dorado Business Loan Program has provided nine (9) economic development loans for a total of \$495,000 since 1998. The types of businesses assisted include retail, agricultural, law firm, web design and manufacturers.

#### **II Program Goals**

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

Business loans – start-ups	1
Business loans – expansions	0
Jobs created/retained	2
Jobs to be filled by TIG	2

#### **III Description of Local Need**

El Dorado County has been adversely affected by the overall economic decline. Over 300 jobs have been lost in less than 12 months due to layoffs by some of the County's major employers. In January 2007 El Dorado County reported an annual average unemployment rate of 3.8%.

## **SECTION 2. BUSINESS ASSISTANCE ACTIVITY**

The current annual average unemployment rate has grown to 11.1%, an increase of nearly 300%.

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### **IV How Program Design Relates to Local Need**

The County of El Dorado Business Loan Program will meet local need by:

- Providing a program that improves the county's local employment base by increasing employment opportunities to the targeted income group (TIG)
- Encourage diversification of the economic base
- Fill the financial gap that hinders the business or project from moving forward without the Business Loan Program
- Providing necessary economic development tools to support economic stability and growth

### **V Adverse Economic Event**

Over 300 jobs have been lost in less than 12 months due to layoffs by some of the County's major employers; The total closure of the Camino Lumber Mill owned by Sierra Pacific Industries; layoffs and cutbacks by the county's water utility provider; and, layoffs effecting County government. In January 2007 El Dorado County reported an annual average unemployment rate of 3.8%. The current annual average unemployment rate has grown to 11.1%, an increase of nearly 300%.

On March 31, 2009, Sierra Pacific Industries representatives announced to the El Dorado County Board of Supervisors the pending closure of their Camino lumber mill, and the closures of two other mills in Sonora and Quincy. One hundred and sixty-four (164) employees will be directly affected by the Camino closure and an additional 369 jobs through a calculated multiplier affect, for a total of 533 jobs lost in El Dorado County.



## SECTION 2. BUSINESS ASSISTANCE ACTIVITY

### 2.3 Program Operator Experience

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

#### **Qualifications:**

*Daniel Nielson, M.P.A., 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. Nielson will review all financial and performance reports, and other documents relating to the grant. Mr. Nielson will coordinate HCD's monitoring of the county's grant performance.

Mr. Nielson's resume is attached.

*Shawna Purvines, as Senior Planner* will be responsible for assisting the Director in overall grant management and supervision of the CDBG Program. Ms. Purvines is responsible for managing the everyday tasks related to CDBG activities along with performance reports and other documents relating to the grant. Ms. Purvines is responsible for monitoring of grant performance. Ms. Purvines was formerly the Economic Development Coordinator for El Dorado County and developed and managed the County's Economic Development Program in addition to planning and coordinating economic development activities including business outreach referrals, marketing and capital improvements programs.

Ms. Purvines' 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



## **SECTION 2. BUSINESS ASSISTANCE ACTIVITY**

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 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. Hall's 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's resume is attached.

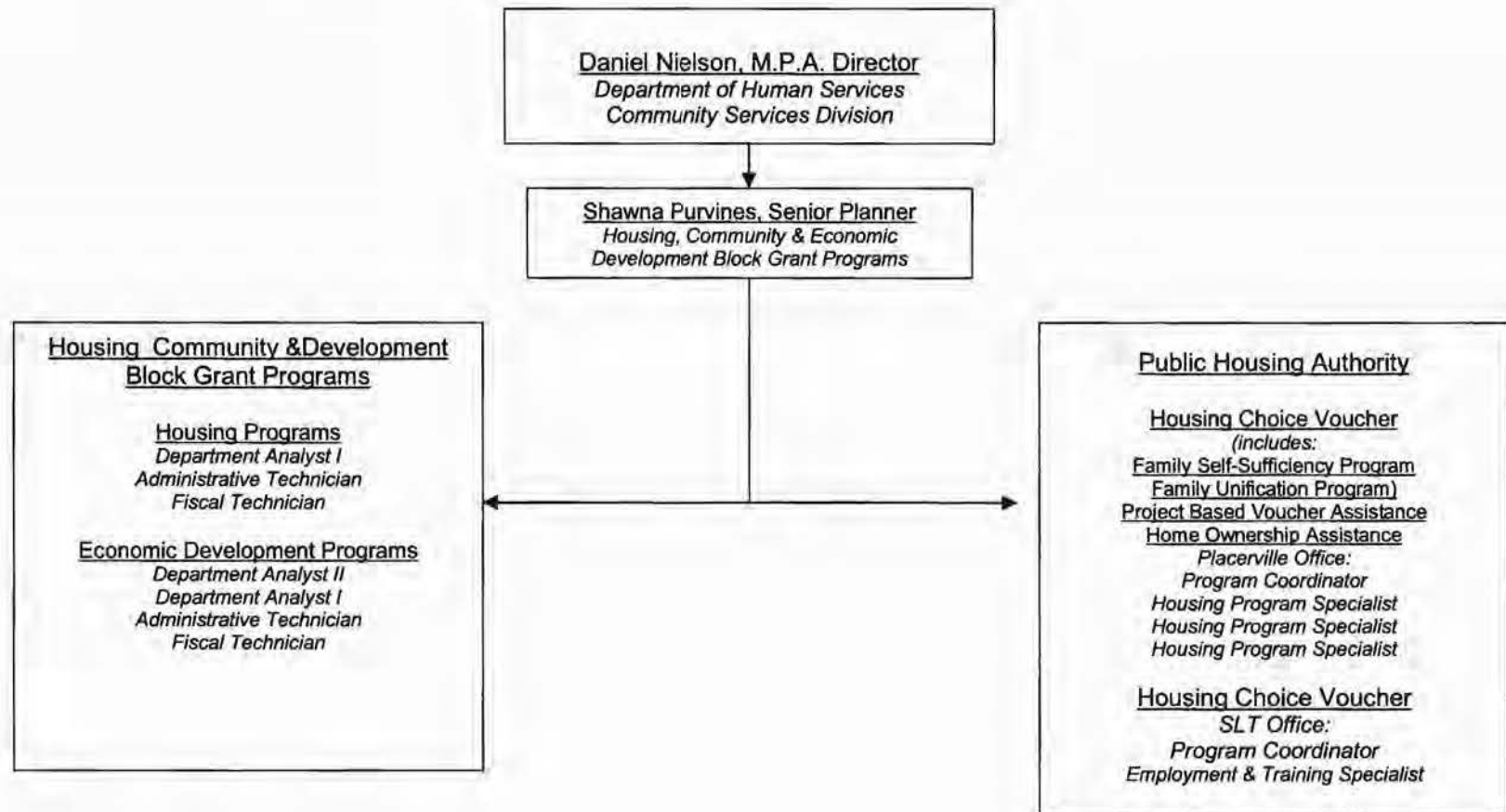
*Cynthia Freeland* as Administrative Technician for the Department is responsible for day to day activity delivery including but not limited to marketing, applicant eligibility, processing and training.

Ms. Freeland's resume is attached.

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

Housing, Community & Economic Development Block Grant Programs  
El Dorado County  
Organizational Chart



## DANIEL L. B. NIELSON

530-642-7275 (w)  
530-409-1125 (c)

### EDUCATION

<b>Master of Public Administration</b> <i>Advanced Public Management</i> University of Utah	December 2004
<b>Graduate Certificate in Public Administration</b> <i>Personnel Administration</i> University of Utah	March 1990
<b>Management Certificate</b> University of Utah	March 1987
<b>B.S. Sociology</b> University of Utah	June 1984
<b>B.S. Family and Consumer Studies</b> University of Utah	June 1984

### EMPLOYMENT

**EL DORADO COUNTY DEPARTMENT OF HUMAN SERVICES**  
**July 2009 to present**

**Director.**

**MERCED COUNTY HUMAN SERVICES AGENCY** **October 2006**  
**to July 2009**

**Deputy Director.**

**COMMUNITY HEALTH CENTERS** **November 2002 to September**  
**2006**

December 2004 to September 2006: **Project Director.**

November 2002 to December 2004: **Case Management Supervisor.**

**COUNTY OF SANTA CLARA August 1999 to August 2002**

July 2001 to August 2002: **Prevention Program Analyst II.**

May 2001 to July 2001: **Social Work Supervisor.**

October 2000 to May 2001: **Social Work Supervisor.**

August 2000 to October 2000: **Social Work Coordinator II.**

July 2000 to August 2000: **Social Work Coordinator I.**

August 1999 to July 2000: **Social Worker II.**

**SALT LAKE LEGAL DEFENDER ASSOCIATION May 1995 to August 1999**

May 1995 to August 1999: **Social Services Coordinator/Mitigation Coordinator.**

**STATE OF UTAH, DEPARTMENT OF CORRECTIONS November 1989 to May 1995**

November 1994 to May 1995: **Staff Supervisor, Bonneville Community Correctional Center.**

June 1992 to November 1994: **Adult Probation and Parole Officer, Region III.**

January 1992 to June 1992: **Licensed Social Service Worker, Utah State Prison.**

September 1990 to March 1991: **Adult Probation and Parole Officer, Region II-D.**

November 1989 to September 1990: **Licensed Social Service Worker, Utah State Prison.**

**ST. MARY'S HOME April 1988 to November 1989**

April 1988 to November 1989: **Program Director, Transitional Housing Program.**

**HOUSING AUTHORITY OF THE COUNTY OF SALT LAKE**  
**August 1985 to April 1988**

June 1987 to April 1988: **Self Sufficiency Coordinator.**

August 1985 to June 1987: **Eligibility and Occupancy Specialist.**

**LICENSE/  
CERTIFICATION**

Licensed Social Service Worker 1989-2010  
Utah # 135416-3503

**MEMBERSHIPS**

Pi Alpha Alpha (National Honor Society for Public Affairs and Administration)

Pi Sigma Alpha (National Political Science Honor Society)

American Public Human Services Association

National Association of Public Child Welfare Administrators

National Association of Counsel for Children

American Society for Public Administration

American Political Science Association

## SHAWNA LAHEY PURVINES

### WORK HISTORY

*May 2006 - Present* County of El Dorado, **Senior Planner**

#### Responsibilities & Accomplishments

- ◆ Lead Staff on the 2008-2013 Housing Element Update; Adopted July 2008 with Certification anticipated by June 2009
- ◆ General Plan Amendments to increase Floor Area Ratio for Commercial, Industrial and R&D, including Supplement to the General Plan EIR
- ◆ General Plan and Zoning Ordinance Amendment to encourage higher density Mixed Use Development in Commercial Zones
- ◆ Housing Element Implementation including Grant application and management
- ◆ Current Case Planning (CEQA, Staff Report, exhibits, etc)
- ◆ Lead staff in updating, implementing and monitoring County's General Plan and Zoning Ordinance
- ◆ Coordinated General Plan Fee Study and Public Facilities and Services Financing Plan
- ◆ Act as liaison to other County departments, regional agencies, state/federal agencies, and local organizations
- ◆ Work closely with elected and appointed officials
- ◆ Prepare all CEQA required documents
- ◆ Prepare and present Board of Supervisors and Commission presentations
- ◆ Development of District Design Guidelines
- ◆ Coordinate with all County departments to ensure a comprehensive and consistent approach to Customer Service
- ◆ Permit Plan Check; Residential and Commercial
- ◆ Completed Redevelopment Project Area Study for 6 potential project areas

*2001 to April 2006* County of El Dorado, **Economic Development Coordinator**

#### Responsibilities & Accomplishments

- ◆ Developed and manage the County's Economic Development Program
- ◆ Plan and coordinate economic development activities including business outreach referrals, marketing and capital improvements programs
- ◆ Assisted in the negotiation of development agreements, contracts, resolutions and requests for proposals
- ◆ Coordinated grant-securing efforts that total more than \$4 million. Funds benefit Business Development, Workforce Development, Recreation and Small Business Health programs
- ◆ Manage the County's Promotions program for Film and Tourism
- ◆ Assisted in the reorganization of the local and regional Workforce Development System
- ◆ Act as liaison to other County departments, regional agencies, state/federal agencies, and local organizations
- ◆ Designated LAFCO annexation negotiator for the Board of Supervisors
- ◆ Coordinate with the County's Planning, Building and Transportation departments to ensure a comprehensive and consistent approach to Customer Service
- ◆ Work closely with elected and appointed officials

*1997-2001* City of Santa Ana, **Economic Development & Planning**

#### Responsibilities for Planning included:

- ◆ Most planning counter duties
- ◆ Current Case Planning
- ◆ Research of long range development projects
- ◆ Assisted in updating City's General Plan
- ◆ Commission and Council Presentations
- ◆ Drafting and Design work as needed
- ◆ Review and Complete Certificate of Occupancy, Variances, and Conditional Use Permits Application
- ◆ Prepared CEQA required documents



**Responsibilities for Economic Development include:**

- ♦ Implemented Empowerment Zone program by managing the development of and staffing for governance structure that includes a 23 member Board of Directors, 3 Board Task Forces, 5 Committees, and 8 sub-committees
- ♦ Contract Management for more than 50 Empowerment Zone Sub-recipient contracts
- ♦ Budget and Administrative Management for the Empowerment Zone program
- ♦ Developed Request for Qualification and Proposals
- ♦ Grant Writing & Report Writing
- ♦ Staff reports for Council, Commissions, and Board
- ♦ Developed a Monitoring and Procedure Policy for the allocation of Empowerment Zone funds
- ♦ Implement and Facilitate Business focus groups, forums and trainings
- ♦ Numerous public presentations on Agency programs
- ♦ Prepare CEQA and NEPA required documents
- ♦ Coordination of activities with developers of commercial and industrial projects
- ♦ National Representative for the 25 Western Regional Federal Empowerment Zones and Enterprise Communities
- ♦ Portfolio Management of over 100 Top Revenue generating companies actively utilizing the California State Enterprise Zone Program and Federal Empowerment Zone Programs
- ♦ Statistical and Trend Analysis,
- ♦ Citywide Assessment and Agency Database Management
- ♦ Launched Business Outreach Programs for retention/attraction
- ♦ Facilitate a Business Community Watch Program
- ♦ Web Page design & updating
- ♦ Citywide Tax Incentive Marketing
- ♦ Coordinated and Facilitated Redevelopment Projects located within Empowerment Zone Boundaries

1992-1997      Desert Community Bank & Wells Fargo Bank, Covina & Victorville, CA, **Operations Officer, Customer Service Manager,**

**Responsibilities Banking and Finance include:**

- ♦ Managed staff, general operations, auditing, state and federal compliance, security, purchasing, and payroll for mid-size branch.
- ♦ Prepared and executed commercial, real estate, business, auto and consumer loans. Certified in Money Market Fund Accounts.
- ♦ Managed local community marketing plans for Wells Fargo Bank.
- ♦ Develop and implement marketing projects to meet branches sales objectives.
- ♦ Represent Desert Community Bank and Wells Fargo Banks support of the community by participating in local business and social groups. Act as liaison for both institutions as a member of the Chamber of Commerce and Leads Group.

**PROFESSIONAL PROFILE**

- ♦ Excellent presentation, planning, organization, communication and time management skills
- ♦ Computer skills include: Microsoft Office (Word, Excel, Access, PowerPoint, Publisher), GIS ArcView
- ♦ Recipient of the City of Santa Ana's Top Award for *Exceptional Quality Customer Service* for my individual work on the 1998 Federal Empowerment Zone Application. Santa Ana was designated an Empowerment Zone on January 13, 1999 entitling the City to receive up to \$100 Million Dollars over a 10 year period.
- ♦ Member of the Board of Directors for the California Association of Local Economic Developers (CALED) from 2001 to 2006.
- ♦ Member of National American Planning Association and the California Chapter of APA

**EDUCATION**

1989-1994      **California State Polytechnic University, Pomona**  
Bachelor of Science      Major: Economics

1997-2003      **California State Polytechnic University, Pomona**  
Master of Urban and Regional Planning

# JEANNE HALL

PLACERVILLE, CA 95667

WJEANNE@SBCGLOBAL.NET

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## 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.

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## 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**  
Placerville, CA 95667

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**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

**Sharon Guth**  
Placerville, CA 95667

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**EDUCATION**

**Folsom Lake College, GPA 3.87**  
Associate of Arts Degree, Accounting, December 2005  
Associate of Arts Degree, Business, May 2006

**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 Axcent Accounting software



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

**SUMMARY:**

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  
Cynthia Wallington, 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

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### **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**

**Resume, Page 2**

**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 CMTTC 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

<b>Oldahoma University – Economic Development Institute</b>	<b>2006-2008</b>
Year Three Indianapolis, IN	December 2008
Year Two Reno, NV	December 2007
Year One Oklahoma City, OK	April 2007
<b>International Economic Development Council (IEDC)</b>	<b>2004-Present</b>
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	
<b>Keys to Successful Economic Development (CALED)</b>	<b>January 2005</b>
Basic Economic Development Course Sacramento, CA	
<b>MA, International Policy Studies (Marketing and Trade),</b>	<b>December 1997</b>
Monterey Institute of International Studies	
<b>African Regional Studies Coursework, National Security Department,</b>	<b>Fall 1997</b>
United States Naval Postgraduate School	
<b>BA Honors, International Relations,</b>	<b>December 1990</b>
Rhodes University, South Africa	
<b>BA, African Economic History and Political Studies,</b>	<b>December 1989</b>
University of Cape Town, South Africa	

## RECENT AWARDS/HONORS/MEMBERSHIPS

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



## **SECTION 2. BUSINESS ASSISTANCE ACTIVITY**

### **3.0 Program Effectiveness**

In May 2009, the County Board of Supervisors recognized the need for a focused economic plan of action and adopted a 12-Month Economic Development Action Plan to address critical economic issues facing the county. A major focus of that plan is to provide economic development tools to businesses located in, or relocating to, the unincorporated area of the county, specifically applying for CDBG-EF grant funds to support economic stability and growth.

The County of El Dorado Business Loan Program is designed to provide the critical and necessary capital needs for business and real estate projects within the county. The Business Loan Program will provide appropriate financial assistance to businesses and real estate development projects which in turn will create and/or retain jobs in the county, along with increasing the commercial and industrial base of the community.

Funds can be used for working capital, purchase of supplies and equipment, property acquisition or leasehold improvements. Loans would range from \$5,000 TO \$100,000. Each borrower must create one full time equivalent job for every \$35,000 borrowed.

The County of El Dorado Business Loan Program will meet local need by:

- Providing a program that improves the county's local employment base by increasing employment opportunities to the targeted income group (TIG)
- Encourage diversification of the economic base
- Fill the financial gap that hinders the business or project from moving forward without the Business Loan Program
- Providing necessary economic development tools to support economic stability and growth

The County of El Dorado Business Loan Program has provided nine (9) economic development loans for a total of \$495,000 since 1998. The types of businesses assisted include retail, agricultural, law firm, web design, and manufacturers.



## **SECTION 2. BUSINESS ASSISTANCE ACTIVITY**

### **3.2 Extent to Which Program Complements Local or Regional Economic Development Plan**

On May 18, 2009, The El Dorado County Board of Supervisors recognized the need for a focused economic plan of action and adopted a 12-Month Economic Development Action Plan to address critical economic issues facing the county and to strengthen the Economic Development Strategy adopted by the Board on October 30, 2007. The El Dorado County Business Assistance Loan Program will complement the Plan by playing an integral role in providing economic development tools to businesses located in, or relocating to, the unincorporated area of the county by utilizing CDBG-EF grant funds to support economic stability and growth.

Within the Economic Development Element of the El Dorado County General Plan there are Goals, Objectives, Policies, and Measures. The main Goals of the Economic Development Element are 10.1 Cooperation and 10.2 Public Service and Infrastructure.

#### **Goal 10.1: Cooperation**

The county shall work with all levels of government and with the various economic development organizations including the business community to cooperatively identify and promote the County's positive opportunities and strength.

#### **Goal 10.2: Public Service and Infrastructure**

Provide adequate levels of public services and infrastructure for existing residents and targeted industries and establish equitable methods to assure funding of needed improvements to existing infrastructure and services and new facilities to further economic development consistent with the County's custom, culture, and economic stability.

These goals are echoed in the Economic Development Strategy's Primary Objectives. Objective 3, Build Service Provider Support Network for Business Retention and Expansion Program, specifically sites the need for a collaborative effort to establish financing programs.

The Department of Human Services and California Department of Community Development are key partners in the success of the County's Economic Development Plan by providing needed business tools in the form of funding through the CDBG Enterprise Fund for the County's Business Assistance Loan Program.

## **SECTION 2. BUSINESS ASSISTANCE ATTACHMENTS**

This Section Contains:

- 4.1 Task Matrix Attachments
- 4.2 Program Guidelines
- 4.3 Local Organizational Support Attachments
- 4.4 Leverage Attachments
- 4.5 Adverse Economic Event

## Business Assistance Task Matrix

Note: "X" - identify organization responsible for task.

Task	Contract Program Operator	County	Contract Loan Servicer
Establish and Maintain Program Loan Files		X	
Legal Review of Loan Documents		X	
Approve RLF Guidelines		X	
Prepare Fiscal/Performance Reports		X	
Review Fiscal/Performance Reports		X	
Monitor Program Operator		X	
Conduct NEPA and CEQA Review		X	
Participate in LAB Review		X	
Loan Servicing and Accounting		X	
Provide Monthly Receipts of Loan Payments		X	
Provide Quarterly Statements on Loans		X	
Implement collections and foreclosures		X	
Approve Reuse Plan		X	
Meet with Participating Lenders		X	
Publicize and Market the RLF		X	
Screen and Assist Loan Applicants		X	
Refer ineligible applicants to others		X	
Request preliminary Loan information		X	
Get Credit Report, other documentation		X	
Prepare loan package and recommendation with appropriate determination		X	
Present loan to LAB			
Close loan with other lenders		X	
Monitor loan and general compliance			
Preview and Sign all HCD Reports		X	
Prepare Cash Requests and HCD Reports		X	
Clear special conditions		X	
Site visits to borrowers		X	
Track jobs/benefit (EEO)			
Infrastructure Grants		X	
Business Loans			
Monitor Labor Standards		X	
Income Screening/TIG Benefit		X	
Conduct Appeal Process		X	
Establish Fair Share Amount		X	
Develop Fair Share Agreement		X	
Execute & Implement Fair Share Agreement		X	

<b>Task</b>	<b>Contract Program Operator</b>	<b>County</b>	<b>Contract Loan Servicer</b>
Planning, Building & Public Works Reviews		X	
Attend HCD Workshops		X	
Provide Business Counseling – SBDC		X	
Provide Overall review and liaison between RLF components, City & CDBG program		X	

Note: "X" indicate party responsible for task.

## **SECTION 2. BUSINESS ASSISTANCE ACTIVITY**

### **4.2 Program Guidelines**

**EL DORADO COUNTY  
BUSINESS LOAN PROGRAM GUIDELINES**

**I. PURPOSE:**

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

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

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

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

**II. POLICY:**

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

- That the terms and conditions of the Business Loan Program are appropriate;
- That a sufficient number of jobs will be created or retained in accordance with CDBG requirements;
- At least 51% of the jobs created and/or retained must be from the Target Income Group (TIG). The TIG is a low/moderate income person whose household income does not exceed 80% of County median household income, adjusted by family size. In order to meet the criterion for created and/or retained jobs, the employees must be from the TIG at the time they are hired or retained. For job retention projects, income self-certification will be conducted on all employees prior to the approval of the loan. For job creation projects, all of the TIG employees will complete income self-certification; and
- The loan meets the Business Loan Programs underwriting requirements.

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

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



### III. SOURCE OF FUNDING

The source of funding for the Business Loan Program is the State of California Community Development Block Grant Enterprise Fund Component Program. Loans are not from the El Dorado County General Fund.

### IV. DESCRIPTION OF FUNDING

#### 4.1 Guidelines:

Loans will range from a minimum of \$5,000 to a maximum of \$100,000. Although all loans must be reviewed by HCD/CDBG prior to final approval, loans above \$250,000 will require additional approval by the State Department of Housing and Community Development's (HCD) loan committee.

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

#### 4.2 General Administrative Features:

The Business Loan Program will comply with all CDBG requirements, including, but not limited to:

- Confidentiality of Client Financial Information, as allowed by law;
- Equal Opportunity/Affirmative Action Policy;
- Attorney review all contracts and legal forms;
- Monitoring and Reporting Forms;
- Collection and Foreclosure Policy;
- Labor standards (where applicable);
- Clearing CDBG special conditions;
- Relocation assistance (where applicable);

- Section 3 requirements;
- Fair Housing requirements;
- Environmental reviews; and
- The County staff will be responsible for overall project marketing, loan evaluation, loan packaging, and monitoring.

#### 4.3 Project Evaluation Criteria

The following evaluation criteria will be adhered to during the course of the Business Loan Program:

- The number of jobs created and/or retained and the percentage benefiting members of the targeted income group;
- The amount of private dollars leveraging BLP funds;
- The financial viability of the proposed enterprise; and
- The demonstrated need for the funds.

#### 4.4 General Credit Requirements

Loan Applicant must be:

- Be of good character;
- Show ability to operate a business successfully;
- Have enough borrowing ability or equity to operate, with the loan, on a sound financial basis;
- Show the proposed loan is of sound value or reasonably secure to assure repayment; and
- Show that the past earnings record and future prospects of the firm indicate ability to repay the loan and other fixed debt, if any, out of the profits.

#### 4.5 Loan Packaging

The County staff will be responsible for the loan packaging activities, including review of all proposals presented to the Loan Advisory Board (LAB).

#### 4.6 Loan Advisory Board

The Loan Advisory Board (LAB) shall be responsible for reviewing funding proposals and making recommendations to County staff. The El Dorado County Housing, Community and Economic Development Agency will decide the terms and conditions of loan agreements. The LAB shall be comprised of:

- One representative of County staff; and
- One Certified Public Accountant;
- Two representatives of a El Dorado County lending institution; and
- Two representatives of the business community appointed by the County.

All projects meeting the established criteria shall be brought before the LAB. HCD/CDBG will make the final loan determination after County LAB approval.

#### 4.7 Length of Review Process

On average, the BLP review process takes six to eight weeks from submittal of a complete loan application through LAB review. Loan funds can be disbursed two to three weeks after signing the BLP documents, depending on the financing. All loans must be approved in advance by HCD. Additional commitments can be made prior to final approval from another funding source. Every effort will be made to facilitate the process to coincide with the other funding source and the project's requirements.

#### 4.8 Linking Jobs with Long-Term Unemployed

County staff will work closely with the local One Stop Center to support the Workforce Investment Act (WIA) programs and services that provide assistance to the unemployed and low and moderate-income persons. Early and consistent involvement with each loan applicant will be an integral policy of the BLP.

### **V. ELIGIBILITY**

#### 5.1 Eligible Applicants

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

##### 5.1.1 Conflict of Interest

When the County's program contains Federal funds, the following shall be addressed: in accordance with title 24, Section 570.611 of the Code of Federal Regulations, no member of the governing body and no official, employee or agent of the local government, nor any other person who exercises policy or decision-making responsibilities (including members of the loan committee and officers, employees, and agents of the loan committee, the administrative agent, contractors and similar agencies) in connection with the planning and implementation of the Program shall directly or indirectly be eligible for this Program. This ineligibility shall continue for one year after an individual's relationship with the County ends. Exceptions to this policy can be made only after public disclosure and formal approval by the governing body of the locality.

#### 5.2 Eligible Uses

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

#### 5.3 Ineligible Uses

Projects must be located in the unincorporated part of El Dorado County. Projects cannot be residential in nature. Projects must have reasonable assurance of repayment. Projects are not eligible if they create a conflict of interest pursuant to California Government Code S87100 et seq for any current County employee or Loan Advisory Board (LAB) member. Projects must create or retain jobs, primarily for the Targeted Income Group, and must leverage private or equity funds.

#### 5.4 Eligible Projects

Project eligibility is based on the project satisfying the CDBG Program's national objective of principally benefiting targeted income group persons through job creation and/or retention, or aid in the elimination of slums or blight or meet a community development need having a particular urgency. Additionally, the eligibility of a project is dependent on the appropriate determination being made to justify the provision and extent of CDBG assistance.



## 5.5 Eligible Costs

- Land costs, including engineering, legal, grading, testing, site, mapping and related costs associated with the acquisition and preparation of land.
- Building costs, including real estate, engineering, architectural, legal and related costs associated with acquisition, construction and rehabilitation of buildings including leasehold improvements.
- Working capital, inventory, furniture, fixtures, machinery and equipment.

## 5.6 Ineligible Costs for CDBG Loans

- Costs incurred prior to CDBG grant execution, submittal of the loan application, and environmental review requirements, except for private leverage as specified in Section 4.1.
- Costs other than those listed as eligible in Section 5.5.

# **VI. ROLE OF THE COUNTY**

## 6.1 Role of the County Staff

County staff will, as required will:

- Publicize and market the BLP;
- Screen all applicants for loans;
- Meet with potential lenders;
- Perform site visits, as appropriate;
- Refer candidate that are not eligible, do not meet the BLP criteria or need technical assistance to the Small Business Development Center;
- Obtain from candidates preliminary information and an application, along with accompanying financial information;
- Prepare packages, along with recommendation to LAB;
- Perform any appeal process;
- Provide expenditure reports and other miscellaneous information to County to operate the BLP;
- Assist the County in any implementation process of the BLP (clearing special conditions, environmental review, etc.).
- If approved, assist with loan processing and closing; and
- Once closed, monitor the loan, maintain the loan records, and monitor compliance with job objectives.

The County of El Dorado staff is responsible to:

- Provide the overall oversight and liaison among the County Staff, loan applicants, recipients, lenders, and other interested parties;
- Prepare all reports, financial information and performance reports as required by CDBG on each loan during the term of the loan;
- Serve as the contact for the State Department of Housing and Community Development for the BLP;
- Meet with each BLP applicant at the application conference (prior to submission of application to LAB) to review application and ensure the applicant understands all requirements and obligations of the BLP;
- Perform any special conditions clearances required by CDBG;
- Review the standard loan documents (in conjunction with County Legal);
- Amend and submit for approval the BLP guidelines and reuse plan as needed;
- Meet with lenders as appropriate;
- Make the final decisions to foreclose and declare defaults (in consultation with legal counsel, based upon recommendations of staff );

- Monitor on-going operations of the loan recipient;
- Monitor compliance with BLP requirements;
- Attend HCD/CDBG training as appropriate; and
- Assist other County departments as required to implement loan application (Planning/Building, DOTS, etc.).

## 6.2 Role of the Loan Collection Agent

The County will conduct the duties of loan collection agent. The duties will include the following:

- Loan servicing and accounting;
- Provide monthly receipts of loan payments;
- Provide quarterly statements on each loan;
- In concurrence with the County's legal counsel, undertake loan collections, including asset liquidation; and
- Obtain credit reports on all loan applicants.

## **VII. LOAN SELECTION AND APPROVAL PROCESS**

### 7.1 (A) Marketing

The marketing of the BLP will be accomplished by a variety of means. There will be media coverage, marketing brochures, and joint marketing through County Staff's existing loan packaging and financial services. Local lenders will recommend clients and projects, when appropriate. The Small Business Development Center, local Realtors, and business associations will also refer potential applicants. The County staff will also use existing business and community networks to market the BLP.

### 7.1 (B) Procedure

Once a potential project has been identified, the County staff will conduct a preliminary review for eligibility with the BLP criteria. If another lending source is more appropriate, or the project does not meet the BLP criteria, the County staff will refer the prospective borrower to another organization for assistance and technical assistance. This will include referrals to the Greater Sacramento Small Business Development Center, the SCORE program, and financial institutions. As a condition of the loan, the County staff or LAB may require that applicants receive pre-loan and/or post-loan counseling.

County staff may require applicants who have received loans to undertake business counseling if it appears that the applicant's financial position is declining and the BLP loan may become delinquent.

If the project appears to meet the criteria, the applicant will be asked to submit preliminary information. Preparation and submission by an applicant of preliminary information and supporting documents include, but are not limited to:

- Business and personal tax returns for the last three years or since commencement of operations (whichever is less);
- Business financial statements (balance sheet and income statement) for current year and prior three years;
- Current personal financial statement;
- Credit history; and
- A proposed project summary.

Start-up businesses must submit pro-forma financial statements for the first three years. Real estate projects must submit pro form projections for the first five years, and pre-leasing information.

The County staff will review the preliminary information. If the project is viable, a draft loan analysis will be prepared. If the decision is to decline the request, the County staff will provide the applicant with a written explanation of the denial. If appropriate, referrals to other organizations will be made.

If the review is positive, the applicant will be invited to an application conference with County staff and to submit a formal application to County staff, which will be presented to the LAB for their recommendation. At the application conference, the County staff will review with the applicant the formal BLP checklist and required information, forms and financial schedules deemed necessary by County staff to complete the loan package. County staff will determine project needs/conformance with local requirements, including the necessary environmental review for the project.

The applicant, in conjunction with the County staff will develop the employment agreement.

Upon completion of the necessary information, the County staff will present applications to the LAB. The presentation will include a completed BLP Project Evaluation form. If the private funds are from equity, then the commitment letter must be from the applicant. The County staff presentation will include a recommendation. This recommendation will include the proposed terms and conditions, based upon the identified "financial gap" and the appropriate analysis undertaken by County staff, along with a checklist insuring that the loan meets the BLP guidelines and criteria.

The LAB will decide to recommend approval or to decline the loan request. If loan request is declined, the applicant will be informed in writing by County staff as to the reason. If recommended, the LAB's recommendation may be based on the terms and conditions proposed by County staff, or the LAB can recommend alternative terms and conditions. The LAB recommendation is to be presented to the County staff. Prior to final County approval, County staff will review the loan package for completeness and regulatory compliance, as well as final review for compliance with BLP guidelines and criteria.

When the County approves or denies the loan request, the applicant will be notified in writing. If denied, the reasons for denial will be included. The County staff approval shall include a certification statement that, based on his/her review of the staff report and LAB recommendation, the County finds that the CDBG loan is appropriate and that the assistance is commensurate with both the needs of the borrower and level of benefit to TIG persons in addition to other public benefits stemming from the project.

#### 7.1 (C) Loan Closing

Upon approval by County LAB, the County Staff will complete the special conditions (including the environmental review). Once approved by HCD/CDBG the Borrower will sign all the necessary documents and agreements. County staff will request a draw down of funds from the State Department of Housing, Community and Economic Development (the timing of the request may vary depending on the project). The County staff will prepare the loan closing documents, prepare title and lien searches, and UCC-1 filings, if appropriate (the sample pre-closing checklist and escrow instructions attached will be developed and used for each loan closing). County legal counsel will review all agreements and documents, as necessary.

The County staff will undertake loan closing. At the time of closing, the Borrower will be provided with a checklist outlining their obligations under the BLP. At closing, or another specified time, funds will be disbursed to the Borrower.



The County staff will complete any remaining legal, regulatory or other items. Monitoring and compliance files will be set-up at this time.

#### 7.1 (D) Loan Monitoring

Two separate loan files will be maintained. The first is the legal file, which holds all the original loan documentation, along with the original documents. This file shall be kept in the County's fireproof vault for safekeeping. The second is a credit file, which shall contain the day-to-day administrative records of the loan.

The legal file shall include, at a minimum:

- Note;
- Loan Agreement, including Non-Financial Employment Plan;
- Mortgage;
- General Security Agreement;
- Personal Guaranty;
- Corporate Guaranty;
- Subordination Agreement;
- Life Insurance Policy and Assignment;
- Hazard Insurance Policy and Assignment;
- General Resolution;
- Certificate of Secretary;
- Opinion of Counsel; and
- Inter-creditor Agreement.

The credit file shall contain, at a minimum:

- Loan Application;
- Financial Information Associated with the Application;
- Credit Memo;
- LAB Recommendation;
- Final County Approval;
- Disbursement Records;
- Reports of Site Visits;
- Updated Financial Information Provided by Borrower; and
- Job Creation/Retention Data.

A reporting system will be established for each loan and the loan portfolio as a whole. The report should be updated at least quarterly. The County staff shall be responsible for preparation of this report. The County staff will use the report to monitor the loans and identify problems. The report will contain the following:

- **Fund Report Balance:** A monthly summary of the beginning fund balance, principal and interest recaptured during the month, disbursements made during the month and funds committed but not yet disbursed, and amount remaining in the BLP which is unencumbered. The monthly receipts from the lender on each loan will serve as the basis for this report.
- **Portfolio Summary Report:** A quarterly summary of the total loans outstanding and authorized loans. The report shall include a quarterly statement on each loan, prepared by the lender. The quarterly report shall include the last payment date and loan balance. Delinquent loans shall be identified and a summary of actions to date to collect delinquent loans shall be included.
- **Employment Report:** A quarterly report on each project detailing the jobs created/retained, and those hired that meet the Targeted Income Group.
- **Loan Loss and Delinquent File:** A list of all loans that have been classified as uncollectible and a summary of foreclosure procedures to date on the loan. Loans

that are delinquent will also be listed, along with a summary of recommended steps, and steps taken to date.

- **Tickler File:** A listing of the current loan portfolio and dates for receipt of financial statements, employment information, renewal of UCC-1 filings, review date, dates for insurance renewal and other information.

In addition, the County staff will establish and maintain a loan monitoring file which will include a summary of the monitoring requirements of the State Department of Housing and Community Development. A tickler file will be part of this overall file to insure that loan and BLP monitoring is undertaken and completed.

## **VIII. LOAN UNDERWRITING**

The loan underwriting policies of the El Dorado County Business Loan Program (BLP) are designed to insure the Program's ongoing viability, assist businesses that could not proceed without the BLP, and ensure that the BLP assistance is appropriate.

### **8.1 HUD Underwriting Guidelines:**

The County has adopted the HUD underwriting guidelines for the BLP to determine whether a proposed CDBG subsidy is appropriate to assist with business expansion or retention. In addition, the project will be reviewed to determine that a minimum level of **public benefit** will be obtained from the expenditure of the CDBG funds in support of the project.

The objectives of the underwriting guidelines are to ensure that:

- Project costs are reasonable;
- All sources of project financing are committed;
- To the extent practicable, BLP funds are not substituted for non-Federal financial support;
- The project is financially feasible;
- To the extent practicable, the return on the owner's equity investment will not be unreasonably high;
- To the extent practicable, BLP funds are disbursed on a pro rata basis with other financing provided to the project; and
- Sufficient public benefit will be received from the expenditure of BLP funds.

#### **8.1(A) Project Costs are Reasonable**

All project costs will be reviewed for reasonableness, and to avoid providing either too much or too little BLP assistance. The amount of time and resources expended evaluating the reasonableness of a cost element shall be commensurate with its costs. In some instances, it will be necessary to obtain third-party, fair-market price quotations or a cost element. Particular attention will be documenting the cost elements in non-arms-length transactions.

Procedures:

1. Start with Sources and Uses of Funds.
2. For each Use of funds, determine if costs are reasonable.
  - a. For construction, machinery, equipment. Determine if the costs are estimated by a third-party (e.g. architect, engineer, equipment supplier, etc.). Determine if the estimates are included in the application. Determine if the contingency is adequate.

- b. For land, determine if the price is based upon Fair Market Value. If not, determine the Fair Market Value and how was price determined. Obtain an appraisal or an opinion of Fair Market Value.
  - c. For development costs (building fees, architectural/engineering costs, financing costs, franchise fees, etc.), determine if these costs are itemized and supported by contracts or other documentation.
  - d. For working capital, compare the amount of working capital to industry averages, risk, historical needs of the business and the projected need. Analyze business financial statements, projections, operating cycle and financial ratios.
3. A higher level of review will be required if there are no third party estimates.
4. Sources of information:
- Sources and Uses of Funds Statement;
  - Financial Statements and Projections;
  - Industry Averages (Robert Morris);
  - Third Party Costs Estimates;
  - Building Department/Public Works;
  - Realtors;
  - Appraisers;
  - Architects/Engineers;
  - Contractors;
  - Equipment Suppliers; and
  - Other similar projects.

#### 8.1 (B) Commitment of All Sources of Project Financing

Prior to the commitment of BLP funds to the project, a review shall be conducted to determine if sufficient sources of funds have been identified and committed to the project, and the participating parties have the financial capacity to provide the funds to ascertain if the project is viable and will move ahead in a timely manner. In certain circumstances, the BLP may commit its funds in advance of final commitments from other funding sources. However, to conduct the underwriting analysis, the approximate terms and conditions of the other funding sources should be known. Final commitments from the other funding sources will be required, with substantially similar terms and conditions as used in the underwriting analysis, prior to any loan closing or disbursement of funds.

##### Procedures:

1. Start with Sources and Uses Form.
  - a. For all sources of funds, determine if there is evidence verifying commitment or intent to commit.
  - b. For debt sources, be in receipt of letters of intent or interest, which specify the level of commitment and terms/conditions of the loan. The proposed terms should be reflected in the business projected debt schedule and in the financial projections. Determine if actual loan packages have been submitted to lenders.
  - c. For equity sources, determine if the equity injection is verified on the business or personal financial statements. Or if an investor provides the equity, obtain evidence of the level and terms of commitment (e.g. letter of intent with accompanying financial statement verifying availability of funds).
2. Sources of information:
  - a. Sources and Uses of Funds,
  - b. Business and Personal Financial Statements, and
  - c. Letters of intent/interest form lenders, partners and investors.

#### 8.1 (C) Avoid Substitution of CDBG Funds for Non-Federal Financial Support

The project will be reviewed to ensure that, to the extent practicable, BLP funds will not be used to substantially reduce the amount of non-federal financial support for the project to make the most efficient use of the BLP funds.

#### 8.1 (D) Financial Feasibility of the Project

Each project will be examined to determine the financial viability of the project, and thus the reasonable assurance that the public benefit will be realized. The current and past financial statements for both the business and individuals must be analyzed, along with tax returns and projections. The assumptions behind the projections must be critically analyzed. Income and expense costs shall be evaluated and compared historically, where applicable, and compared to industry averages (using guides such as Robert Morris' Annual Financial Statements). Project costs, including both hard and soft costs, must be determined to be reasonable. Accurate project costs are vital to determining project feasibility.

As part of the financial analysis, the past, current, and projected financial data shall be analyzed to determine if the job estimates are reasonable and supportable. Labor costs shall be looked at the break-even point. In addition, labor costs shall be checked against industry averages. Variations should be explained in the loan analysis.

The terms and conditions of the BLP loan must be appropriate. In general, the interest rate shall be set at a rate where available cash flow is able to meet debt obligations, after other obligations are met, with enough cash flow remaining to operate successfully. The loan term typically is based in the asset being financed. The term should not exceed the economic life of the asset being financed. However, a longer loan amortization schedule, with the loan due at the end of the economic life may be justifiable.

Each loan shall include a written explanation of the appropriate analysis that was undertaken, and the reason the terms and conditions of the loan were approved.

#### 8.1 (E) Financial Analysis.

Historical and projected financial statements will be subject to financial analysis to determine the gap, and structure the terms and conditions of the BLP loan, as discussed above, but also to determine that the project is feasible. In addition, use prudent underwriting guidelines, demonstrating that the proposed loan is of sound value, and note how past earnings and future prospects indicate an ability to meet debt obligations out of profit.

Information that will be required to be submitted by the applicant will depend on the project, ownership structure and whether it is an ongoing or start-up business. In general, the information required is outlined in the BLP checklist in the exhibits.

The financial analysis will differ depending on whether the business is a start-up or existing business. The analysis will include for existing businesses a spread of the current and financial statements to determine trends. The pro forma statements will then be compared to these past statements. Financial ratios will be analyzed. The statements and ratios will be compared to industry averages. For start-up business the projections will be analyzed and ratios developed, and both compared to industry averages.

Ratios that will be analyzed include:

- **Current Ratio:** Current assets/current liabilities. This ratio is a rough indication of a firm's ability to service its current obligations. A ratio of 2:1 is considered secure.



- Quick Ratio: Cash & equivalents plus accountants & notes receivable/current liabilities. The ratio is a refinement of the current ratio. A ratio of 1:1 usually indicates ample liquidity.
- Cash Flow Coverage: Net profit & depreciation & depletion-amortization expenses/current portion of long term debt. This ratio is a measure of the ability to service long term debt.
- Another coverage ratio is: Earnings before interest and taxes/annual interest expenses. This ratio is a measure of a firm's ability to meet interest payments. A Cash Flow Coverage of 1.25 debt service shall be used as a guideline.
- Debt to Worth: Total liabilities/tangible net worth. This ratio is the relationship between debt and a businesses net worth. A lower ratio is an indication of greater long-term financial safety and greater flexibility to borrow. In general, a Debt to Worth ratio of higher than 5:1 should not be exceeded as an underwriting policy. There are exceptions when the industry average is high due to its capital intensive nature or when projections show the ratio lowering quickly.
- Collateral Coverage: The value of collateral as compared to the amount of the loan. Typical underwriting guidelines suggest that 125% of loan balance be used. However, this is highly dependent on the quality and security of the collateral. In addition, collateral requirements are a cause of "financial gaps". The BLP shall use 125% as a guideline, which shall only be lowered with specific and detailed analysis and explanation.
- Break-Even Analysis: The analysis of the project's ability to support the projected labor costs and additional debt service at its break-even point (BEP) will be analyzed to determine what proportion of the jobs can be supported at that BEP. This will serve as a worst case look at the business' prospects for success, ability to service new debt, etc.

The financial and ratio analyses must be supported by the business plan. The business plan must provide a clear understanding of the project, competition, market strategy, sales estimates, management capacity and other factors.

Lastly, to ensure project feasibility, an evaluation will be conducted of the experience and capacity of the business principals to manage the business and achieve the projections.

#### Procedures:

1. Perform financial underwriting analysis.
  - a. Spread historical financial statement sand projections. Identify any significant differences and compare to industry averages.
  - b. Review assumptions to projections. Determine if projections are reasonable and supported by market studies, business plan, and historical trends.
  - c. Review financial ratios for project and compare to industry averages. If significantly different, determine the reasons and impact on feasibility.
  - d. Review cash flow for project. Determine if there is adequate working capital.
  - e. Determine break-even point for project, and how much the projections are above the break-even point. Determine if the public benefit will be realized at the break-even point.
2. Review the business plan, market information, historical financial statements, projections, ratio analysis, break even analysis, spreadsheet analysis, and management capacity to determine the project feasibility.
3. Sources of information:
  - a. Historical Financial Statement;
  - b. Financial Projections;



- c. Business Plan;
- d. Market and Industry information; and
- e. Industry Averages.

#### 8.1 (F) Return on Equity Investment

The return on equity investment is the amount of cash that the investor/business owner is projected to receive in relation to their initial equity. For a sole proprietor, this equates to salary plus net income. To the extent practicable, the BLP should not provide more than a reasonable return on investment to the business owner. This will help ensure that the BLP will maximize the use of BLP funds and not unduly enrich the business owner/investor. However, care shall be taken to ensure that the rate of return will not be too low, so that the business owner's motivation remains high to pursue the business with vigor.

If the project's financial returns are projected to be too low to motivate the business and/or investor to proceed with the project then risks of the project outweigh the returns. An inadequate rate of return, adjusted for industry and locational risks, is a third method to determine the gap appropriate to be funded with BLP funds. To analyze this gap, the projected return on investment must be compared to the return on investment on similar projects. If it is shown that a gap does exist, then the BLP financing rate and terms must be set at a rate that provides a return equal to the "market rate". Real estate appraisers and lenders are important sources of information on "market rate" returns.

##### Procedures:

1. Review projections.
  - a. Review revenues, expenses (including officer's salary/owners' draw), debt service and net operating income, and compare to historical financial information and to industry averages. Determine if these items are reasonable.
  - b. Review indicators of owners' return on equity, including officers' salary, owners' draw, and net operating income. Given the project's risk and local conditions, determine if the return on equity is reasonable compared to industry averages.
2. Review the business and personal obligations. Determine what return on equity is necessary to meet personal and business obligations.
3. If return on equity is above industry averages, adjusted for risk and local conditions, take steps to reduce the return to within a reasonable rate by restricting owners' draw/officers' salary, or adjusting the BLP loan terms.
4. If return is below average, adjust BLP subsidy to bring the rate of return closer to the industry average.
5. Sources of information:
  - a. Financial projections;
  - b. Historical financial statements;
  - c. Personal financial statements; and
  - d. Industry averages.

#### 8.1 (G) Disbursement of BLP Funds on a Pro Rata Basis

To the extent practicable, BLP funds should be disbursed on a pro rata basis with other funding sources to avoid placing BLP funds at a greater risk than other funding sources. When it is determined that it is not practicable to disburse BLP funds on a pro rata basis, other steps shall be taken to safeguard BLP funds in the event of a default.

##### Procedures:

1. Review Sources and Uses of Funds. Determine when BLP funds will be expended as compared to other funds.

2. Determine other funding sources' policies towards expenditure of funds. These policies may require the use of BLP funds first. If so, may need to negotiate with other funding sources.
3. If BLP funds are to be expended first, consider actions to safeguard BLP funds (e.g. performance or completion bonds).
4. Sources of information:
  - a. Sources and Uses of Funds
  - b. Construction Contracts; and
  - c. Lender Requirements/Policies.

#### 8.1 (H) Standards for Evaluating Public Benefit

Each project will be reviewed to determine if a minimum level of public benefit will be obtained from the expenditure of BLP funds. The minimum standards are:

- The project must lead to the creation or retention of at least one full-time equivalent (FTE) job per \$35,000 of BLP funds used; or
- The project must provide goods or services to residents of an area, such that the number of TIG persons residing the areas served by the project amounts to at least one TIG person per \$350 of BLP funds used.

Procedures:

1. Review historical financial statements.
  - a. Review historical labor costs as a percentage of revenues. Compare the percentage to projected labor costs. Determine if the two figures are consistent. If not, obtain an explanation.
  - b. Determine if the number of projected jobs is consistent with the projected increase in labor costs. Compare the labor costs percentage to industry averages.
2. Review the projections.
  - a. Determine if the assumptions used to project revenues and labor costs are reasonable. Determine if market/industry information and historical financial statements support revenues and labor costs.
3. Determine if project meets minimum public benefit requirements (one full-time equivalent job for every \$35,000 in BLP funds, or one TIG resident per \$350 in BLP funds residing in the area served by the project).
4. For infrastructure projects, determine the area of benefit; negotiate fair share contributions; develop, execute, and implement fair share agreement; and track jobs from the benefiting business(s) if the projected cost/job is less than \$10,000, or track jobs in the area of benefit if the projected cost per job is \$10,000 or more.

#### **IX. BUSINESS LOAN PROGRAM (BLP) TASK MATRIX**

TASK	COUNTY STAFF	COUNTY
Establish and Maintain Program Loan Files		X
Legal Review of Loan Documents		X
Approve BLP Guidelines		X
Prepare Fiscal/Performance Reports		X
Review Fiscal/Performance Reports		X
Monitor County Staff		X
Conduct Environmental Reviews		X
Participate in LAB Review		X
Loan Servicing and Accounting		X
Provide Monthly Receipts of Loan Payments		X

TASK	COUNTY STAFF	COUNTY
Provide Quarterly Statements on Loans		X
Implement Collections and Foreclosures		X
Approve Reuse Plan		X
Meet with Participating Lenders		X
Publicize and Market the BLP		X
Screen and Assist Loan Applicants		X
Refer Ineligible Applicants to Others		X
Request Preliminary Loan Information		X
Get Credit Report, Other Documentation		X
Prepare Loan Package and Recommendation with Appropriate Determination		X
Present Loan to LAB		X
Close Loan with Other Lenders		X
Monitor Loan and General Compliance		X
Prepare and Sign all HCD Reports		X
Prepare Cash Requests and HCD Reports		X
Clear Special Conditions		X
Site Visits to Borrowers		X
Track Jobs/Benefit (EEO)		X
Monitor Labor Standards		X
Income Screening/TIG Benefit		X
Conduct Appeal Process		X
Planning, Building & Public Works Reviews		X
Attend HCD Workshops		X
Refer for Business Counseling - SBDC		X
Provide Overall Review and Liaison Between BLP Components, County Staff, County and CDBG Program		X

## **X. CDBG MONITORING**

### **10.1 Environmental Review**

Once a loan is determined to be viable under the CDBG criteria, staff will work to initiate the Environmental Review process for the project specific activity. Environmental review procedures are included.

CDBG monitoring requirements will vary depending on the use of funds and the applicable federal overlays.

### **10.2 Public Benefit Requirements**

#### **Job Creation/TIG Benefit**

See **Section 8.1 (H)** for project evaluation criteria. The El Dorado County Department of Housing, Community and Economic Development will be responsible for the Income Certification processes.

### **10.3 Labor Standards Requirements**

CDBG loans may trigger compliance with Federal Labor standards and provisions. The following CDBG-assisted projects may be subject to the payment of Federal prevailing wage rates:

- New construction or rehabilitation
- On-site improvements in support of new construction
- Installation of equipment

When a project is determined to be subject to Federal labor standards, the County will be responsible for assigning in-house or contract staff to monitor compliance with this requirement.

#### 10.4 Other Monitoring Requirements

Other requirements that apply to CDBG funding and may need to be monitored for compliance include:

- **Acquisition, Anti-Displacement, and Relocation.** If the County uses CDBG funds to acquire property, then it must comply with CDBG acquisition procedures. The County must minimize the displacement of persons (families, individuals, businesses, non-profit organizations, and farms) that may result from CDBG-funded activities. (24 CFR 570.606). If the displacement occurs, then the grantee must insure that the affected parties are provided with adequate relation assistance (24 CFR 570.606).
- **Equal Opportunity/Section 3.** The County must insure that no one is being excluded from participating in, or benefiting from, the CDBG program on the basis of race, color, religion, national origin, or sex (24 CFR 570.602). The County must have a system in place for tracking the "protected class" status of loan applicants, loan recipients, job applicants, and job recipients (24 CFR 570.607).
- **Procurement.** The County will utilize procedures in procuring services, supplies, equipment and construction contracts that maximize free and open competition and the efficient, economical use of the CDBG funds (24 CFR 85.36).
- **Contractor Eligibility and Certification.** The County will ensure that contractors are not on the federal list of ineligible contractors and that they are licensed and in good standing (24 CFR 570.609).

## **SECTION 2. BUSINESS ASSISTANCE ACTIVITY**

### **4.3 Local Organizational Support Attachments**

### **4.4 Leverage Attachments**





*A non-profit partnership of public and private  
members organized to create jobs and foster a  
strong economic climate in the  
County of El Dorado*

July 15, 2009

Shawna Purvines  
Senior Planner  
County of El Dorado  
937 Spring Street  
Placerville, CA. 95667

Dear Mrs. Purvines,

The El Dorado County Economic Development Corporation strongly supports the application of the County of El Dorado for funding under the State Department of Housing and Community Development, California Community Economic Enterprise Funds program. The proposed Micro-enterprise Technical Assistance and Business Loan Fund program will assist low-income individuals and local businesses in their needs and be a valuable tool for improving the economic base of El Dorado County.

The El Dorado County Economic Development Corporation will assist the County in the recruitment and prescreening for eligible applicants. We will assist in marketing this program and providing coordination of trainings and other support services necessary to ensure participation in this program.

We estimate the commitment provided to this program by our publication, help with programs, seminars, counseling service, marketing and use of our facility for meetings will equate to at least \$ 15,000 in-kind contribution over the two year duration of the grant.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Brent Bumb".

Laurel Brent-Bumb  
Chief Executive Officer

Economic Development  
Corporation  
of El Dorado County

542 Main Street  
Placerville, CA 95667  
(530) 621-5885



Shawna Purvines  
Senior Planner  
County of El Dorado  
937 Spring St.  
Placerville, CA 95667

Dear Mrs. Purvines,

Umpqua Bank strongly supports the application of the County of El Dorado for funding under the State Department of Housing and Community Development, California Community Economic Enterprise Funds program. The proposed Microenterprise Technical Assistance and Business Loan Fund program will assist low income individuals and local businesses in their needs and be a valuable tool for improving the economic base of El Dorado County.

Patti Pitts and Umpqua Bank will assist the County in recruitment and prescreening for eligible applicants. We will assist in marketing this program and providing coordination of trainings and other support services necessary to ensure participation in this program.

We estimate the commitment provided to this program by our publication, help with programs, seminars, counseling service, marketing and use of our facility for meetings will equate to at least \$5,000 in-kind contribution over the two year duration of the grant.

Sincerely,

Patti A. Pitts  
Manager  
3970 J Missouri Flat Rd  
Placerville, CA 95667  
530-295-3085



*Still Finding Gold In El Dorado County*

July 15, 2009

Shawna Purvines  
Senior Planner  
County of El Dorado  
937 Spring Street  
Placerville, CA. 95667

Dear Mrs. Purvines,

The El Dorado County Chamber of Commerce strongly supports the application of the County of El Dorado for funding under the State Department of Housing and Community Development, California Community Economic Enterprise Funds program. The proposed Micro-enterprise Technical Assistance and Business Loan Fund program will assist low-income individuals and local businesses in their needs and be a valuable tool for improving the economic base of El Dorado County.

The El Dorado County Chamber will assist the County in the recruitment and prescreening for eligible applicants. We will assist in marketing this program and providing coordination of trainings and other support services necessary to ensure participation in this program.

We estimate the commitment provided to this program by our publication, help with programs, seminars, counseling service, marketing and use of our facility for meetings will equate to at least \$ 15,000 in-kind contribution over the two year duration of the grant.

Sincerely,

Laurel Brent-Bumb  
Chief Executive Officer

**EL DORADO COUNTY CHAMBER OF COMMERCE**

542 Main Street, Placerville, California 95667

(530) 621-5885 (800) 457-6279 Fax (530) 642-1624 1024210 C 127 of 254

CAPITAL FUNDING



GREATER SACRAMENTO  
CERTIFIED DEVELOPMENT  
CORPORATION

July 13, 2009

Shawna Purvines  
Senior Planner  
County of El Dorado  
937 Spring Street  
Placerville, CA. 95667

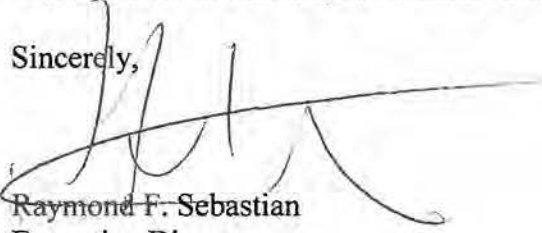
Dear Mrs. Purvines,

Greater Sacramento Certified Development Corporation strongly supports the application of the County of El Dorado for funding under the State Department of Housing and Community Development, California Community Economic Enterprise Funds program. The proposed Microenterprise Technical Assistance and Business Loan Fund program will assist low income individuals and local businesses in their needs and be a valuable tool for improving the economic base of El Dorado County.

Greater Sacramento Certified Development Corporation will assist the County in the recruitment and prescreening for eligible applicants. We will assist in marketing this program and providing coordination of trainings and other support services necessary to ensure participation in this program.

We estimate the commitment provided to this program by our publication, help with programs, seminars, counseling service, marketing and use of our facility for meetings will equate to at least \$6,000 in-kind contribution over the two year duration of the grant.

Sincerely,

  
Raymond F. Sebastian  
Executive Director





## El Dorado Hills Chamber of Commerce

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August 5, 2009

Shawna Purvines  
Senior Planner  
County of El Dorado  
937 Spring Street  
Placerville, CA. 95667

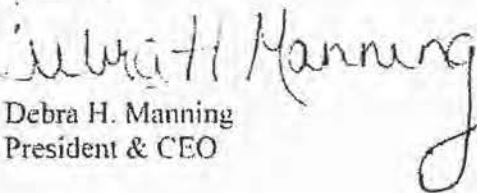
Dear Mrs. Purvines,

The El Dorado Hills Chamber of Commerce strongly supports the application of the County of El Dorado for funding under the State Department of Housing and Community Development, California Community Economic Enterprise Funds program. The proposed Microenterprise Technical Assistance and Business Loan Fund program will assist low income individuals and local businesses in their needs and be a valuable tool for improving the economic base of El Dorado County.

The Chamber will assist the County in the recruitment and prescreening for eligible applicants. We will assist in marketing this program and providing coordination of trainings and other support services necessary to ensure participation in this program.

We estimate the commitment provided to this program by our publication, help with programs, seminars, counseling service, marketing and use of our facility for meetings will equate to at least \$3300.00 in-kind contribution over the two year duration of the grant.

Sincerely,



Debra H. Manning  
President & CEO



## **SECTION 2. BUSINESS ASSISTANCE ACTIVITY**

### **4.5 Adverse Economic Event(s)**

## **SECTION 2. BUSINESS ASSISTANCE ACTIVITY**

### **4.5 Adverse Economic Event**

El Dorado County has been adversely affected by the overall economic decline. Over 300 jobs have been lost in less than 12 months due to layoffs by some of the County's major employers; The total closure of the Camino Lumber Mill owned by Sierra Pacific Industries; layoffs and cutbacks by the county's water utility; and, layoffs and furloughs effecting County government. In January 2007 El Dorado County reported an annual average unemployment rate of 3.8%. The current annual average unemployment rate has grown to 11.1%, an increase of nearly 300%.

#### **Camino Lumber Mill - March 2009**

**Jobs Lost - 164**

On March 31, 2009, Sierra Pacific Industries representatives announced to the El Dorado County Board of Supervisors the pending closure of their Camino lumber mill, and the closures of two other mills in Sonora and Quincy. One hundred and sixty-four employees will be directly affected by the Camino closure and an additional 369 jobs through a calculated multiplier affect, for a total of 533 jobs lost in El Dorado County.

Camino is an unincorporated town in El Dorado County and has a population of 4,961. According to the USGS, it lies at an elevation of 3133 feet (955 m).[1] Nearby cities and towns include Pollock Pines, Placerville, Diamond Springs, El Dorado, Grizzly Flats, Somerset, Coloma, Garden Valley, Cameron Park, Shingle Springs, and Lotus. The elevation of Camino ranges between 3,000 and 3,500 feet, and gets snow several times per year. Camino is a popular area in the fall for apples and is often incorrectly referred to as Apple Hill, which is the trademarked name of the Apple Hill Growers Association, a 55 member collection of ranches in Camino/Placerville/Pollock Pines. Camino is located about half way between Sacramento and South Lake Tahoe on U.S. Route 50.

#### **El Dorado Irrigation District – December 2008**

**Jobs Lost - 46**

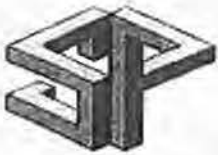
El Dorado Irrigation District (EID) announced the layoff of 31 employees in December, 2008 in addition to eliminating 8 management positions early September, downgrading 7 others and eliminating 8 vacant positions. The total of these positions represent a cut of 15% in the district's workforce that totaled more than 300 positions in 2008. EID is a water utility serving nearly 100,000 residents in the county.

#### **County of El Dorado – November 2008 February 2009**

**Jobs Lost - 90**

**Jobs Lost- 10**

The El Dorado County Board of Supervisors voted in November 2008 to eliminate 5% of employee positions to head off a projected \$20 million deficit in the next fiscal year. The Board agreed to cut 90 positions affecting 26 departments from law enforcement to library services. In February, an additional 10 positions were cut from the Health Services Department.



# Sierra Pacific Industries

Human Resources • P.O. Box 496011 • Redding, CA 96049-6011 • (530) 378-8200

March 23, 2009

California WARN Act Coordinator  
Workforce Services Division  
Employment Development Department  
PO Box 826880, MIC 50  
Sacramento, CA 94280-0001

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

Sierra Pacific Industries ("SPI") will be permanently closing its Camino Division in Camino, California. This letter will serve as official notice under both the Federal and California state Worker Adjustment and Retraining Notification (WARN) Acts that a mass layoff will occur at SPI, Camino Division, 2960 Carson Road, Camino CA 95709. A list of the affected job titles and the number of affected employees in each job classification is attached.

We expect that affected employees will be out of work beginning on May 29, 2009. The specific date of layoff for each employee will depend on the flow of lumber as it moves through the production process. Our best estimate at this time is that the closure will be within a 14-day window beginning on the following dates:

Log Yard (Excluding Sawmill Loader Operators)	May 29, 2009
Shop	May 29, 2009
Trucking Department	May 29, 2009
Sawmill, including the Sawmill maintenance workers	June 12, 2009
All others not otherwise listed	June 12, 2009
Dry Kiln and Boiler	June 19, 2009
Planing Mill, including the Planing Mill maintenance workers	July 3, 2009
Shipping Department and the remaining maintenance workers	July 10, 2009

This is the best information currently available. If these dates change we will notify you of the change as soon as we can. However, the soonest layoffs will occur is May 29, 2009. Under the current labor agreement, employees do not have bumping or transfer rights to other SPI locations.

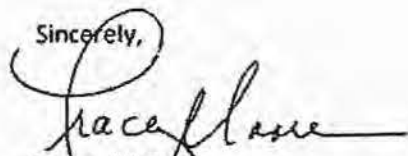
The Carpenter's Industrial Council represents affected employees. The chief elected officers for this union are:

Mike Pieti  
Carpenter's Industrial Council  
12788 SE Stark St  
Portland, OR 97233

Jim Laughton  
Carpenter's Industrial Council  
PO Box 185  
Sutter Creek, CA 95685

Should you have any questions concerning this matter, please contact me at (530) 378-8288.

Sincerely,

  
Tracey Moore  
Human Resources Manager

COPY SENT TO STAFF MEMBERS  
FOR THEIR INFORMATION  
DATE 3/24/09  
Dists. 1-5

2009 MAR 24 PM 12:12

Sierra Pacific Industries  
Camino Division  
Eliminated Jobs and Number of Affected Employees

Job Title	Count
Bander	2
Chain Puller	2
Chipper/Hog Operator	3
Cleanup	4
Clerk-Accts Payable	1
Clerk-Log Acctg	1
Construction	1
Debarker #1	2
Dispatcher	1
Dropout #2	2
Electrician	4
Equipment Operator	7
Feeder	2
Filer	3
Filer-Head	1
Fireperson	4
Forklift #1	7
Forklift #2	2
Gang Operator	2
Grader-Certified #1	3
Grader-Certified #2	1
Grader-Certified #3	1
Grader-Noncertified	3
Grader-Student	2
Kiln Operator	6
Kiln Operator-Lead	1
Laborer	9
Log Diverter Op	2
Log Scaler #1	1
Machinist #1	1
Mechanic #1	4
Mechanic-Lead	1
Millwright #3	16
Oiler	3
Optimizer Operator	2
Paper Wrap	4
Personnel Coordinatr	1
Planer Operator	3
Quality Control	1
Relief #1	7
Resaw Operator	2
Resaw-Quad	2
Safety Coordntr-Div	1
Sorter Operator	2

Sierra Pacific Industries  
Camino Division  
Eliminated Jobs and Number of Affected Employees

Stacker Operator	3
Supervisor-Salary	8
Truck Drvr-Chip	3
Truck Drvr-Log	13
Truck Drvr-Lumber	1
Truck Drvr-Yard/Watr	1
Unscrambler	2
Utility	2
Weighmaster	1
	164





County of El Dorado

Legislative File Number 09-0428 (version 3)

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Supervisor Nutting updating the Board on the Camino Division of Sierra Pacific Industries.  
(Refer 3/31/09, Item 19)

On March 31, 2009, Sierra Pacific Industries representatives announced to the Board of Supervisors the pending closure of their Camino lumber mill, and the closures of two other mills in Sonora and Quincy. One hundred and sixty-four employees will be directly affected by the Camino closure and an additional 369 jobs through a calculated multiplier affect, for a total of 533 jobs lost in El Dorado County.

Several reasons are specifically cited as causes for the decision to close the mill:

- Lumber prices have fallen dramatically, and are at levels not seen since 1991 (see chart).
- Litigation of national forest timber sale projects in California has put nearly 400 million board feet of timber on hold - enough to run five average size sawmills for a year.
- The U.S. Forest Service's timber sale program achieved only 54% of its Fiscal Year 2008 target for sawtimber, fuelwood, and biomass. Sawlog sales totaled about 115 million board feet. The fall-off in awarded volume was primarily due to direct litigation, or sales withheld by the agency because of litigation.
- Costly and cumbersome permitting requirements (Timber Harvest Plans) in California have reduced the amount of private timber for sale. The average cost of a THP to landowners is \$40,000. The state spends an additional \$60,000 reviewing those plans.
- Imports of lumber into California still continue to take market share. The state imports about 75%-80% of the lumber used here. These imports are from other states and Canada.
- These factors have led to an overall reduction of milling capacity in California. Since 1990, nearly 70 percent of the state's sawmills have gone out of business (see chart). Timber harvest on California's public forestlands is down 90 percent, and down 60 percent on private forestlands.

Also of concern are issues of future timber management in the national forest and consistency with the Multiple-Use Sustained Yields Act of 1960; managing for merchantable timber provides for economic sustainability of our forests; a decrease in forest fuels management contradicts the intent of the Healthy Forests Act; California and the federal government should be concerned about the disruption of timber harvesting that will negatively impact the production of alternative energies through bio-fuels and the closure of existing plants that provide infrastructure for sustainable, alternative energy products and generation; and, finally, the negative impacts that occur to both air and water

quality when wildfires rage through untreated forests.

The Board of Supervisors of the County of El Dorado calls on the Obama Administration and the Congress of the United States to direct the U.S. Forest Service to manage the national forests of California in a manner that will enhance forest health, improve carbon sequestration, and produce sufficient raw materials for sawmills and biomass electric generation plants.

The Board also would urge the California State Legislature and Governor Schwarzenegger to approve legislation that will improve the permitting process for private timber harvests by increasing the length of Timber Harvesting Plans, encourage the state to give a purchase preference for California-grown wood products, and provide a mechanism for the state to approve comprehensive forest conservation plans.

Recommendation: Adopt Resolution of Support for Legislative Assistance for Sierra Pacific Industries Lumber Mill



**For Immediate Release  
December 9, 2008**

## **Discussions with employee association fail to avert layoffs 31 employees to lose their jobs**

**Placerville, CA...** El Dorado Irrigation District (District) today announced the layoff of 31 employees after first eliminating 8 management positions and downgrading 7 others in early September. Today's layoffs are part of the District's efforts to erase a pending \$5-million budget deficit in fiscal year 2009, which begins on January 1 for the District, less than a month from now.

The layoffs came after talks with the District's employee association failed to reach agreement on methods to avoid job cuts.

"This is the least desirable solution to our deficit situation," said Tom Gallier, the District's general manager. "Putting people out of work in the current economic climate is the choice of last resort. We don't want to lose valuable knowledge and skills. Nor do we want to add to unemployment lines and the ripple effects that job losses have on local businesses. However, once the employee association turned down our offer to avoid as many layoffs as possible, we had no choice but to eliminate positions."

Gallier added that "any time you're forced to lay off employees, it's a tough decision. Our number one priority was to ensure that we are able to continue the reliable delivery of safe water to our customers. As deep as these cuts are, we will meet that commitment."

The early-September management downsizing will save \$1.1 million in 2009 and \$1.4 million annually beginning in 2010. But that was before the meltdown of the financial markets on Wall Street began in mid-September, and credit seized up. As a result, the District will pay more interest than anticipated on existing debt and on money it needs to borrow next year to cover the costs of ongoing and new capital improvement projects. The District's financial department calculated that \$5 million on top of the savings realized through the reduction in management ranks had to be cut from the 2009 budget to balance the budget and meet the obligations contained in the District's debt covenants.

"Our revised 2009 budget was already approximately 10 percent less than we originally planned," said Mark Price, head of the District's financial department. "Since the Wall Street fiasco, we have cut an additional 2 percent, or approximately \$300,000, from materials and services line items. We then factored in savings of \$600,000 from the elimination of 8 vacant positions and about \$1.4 million in savings from the elimination of positions held by up to a dozen employees who have indicated they will retire this year or in the middle of 2009. All of that amounted to \$2.3 million in budget savings, leaving some \$2.7 million—equal to 30 to 32 jobs—still to cut."

To meet the remaining \$2.7 million target and decrease the need for layoffs, Gallier proposed 11 days of unpaid furloughs for all employees, or a little more than a 4-percent average reduction in pay, saving \$1 million. He also recommended foregoing the 4-percent 2009 cost-of-living allowance (COLA) for all employees and eliminating 5-percent merit increases in 2009 for eligible employees, thus creating \$1.5 million more in savings.

**MORE >**

"The employee association turned the offer down," Gallier said. "Their last counter offer accepted furloughs, eliminated 2009 COLAs, and initiated other budget cuts, which they said would save the District about \$2.4 million in 2009. But the proposal also extended the current union contract and COLAs for three years and committed the District to 'payback' provisions for the 2009 COLA on top of other personnel-related costs. Those provisions would erase 2009 savings and hamstring future budgets. In these uncertain economic times, that makes no sense."

The 31 layoffs announced today—effective December 31—along with elimination of the 8 management positions in September and the 8 vacant positions noted above represent a cut of 15 percent in the District's workforce that totaled more than 300 positions earlier this year.

\* \* \* \* \*

For more information, contact Deanne Kloefer at 530-622-4513.

**THE SACRAMENTO BEE** [sacbee.com](http://sacbee.com)

This story is taken from Sacbee / Our Towns / Folsom/El Dorado News

# El Dorado supervisors cut 90 positions to plug \$20 million budget hole

[clocke@sacbee.com](mailto:clocke@sacbee.com)

**Published Thursday, Nov. 20, 2008**

The El Dorado County Board of Supervisors was advised six months ago to make budget cuts in the face of the state's financial woes and of uncertain tax revenues.

Had officials acted then, said board Chairman Rusty Dupray, the current impact might have been less severe.

Instead, on Tuesday, the board bit the bullet and voted to eliminate 5 percent of employee positions to head off a projected \$20 million deficit in the next fiscal year.

The board agreed to cut 90 positions, 49 of which are filled. The county work force currently totals 1,972 employees.

The cuts affect 26 departments, from law enforcement to library services, and more layoffs are likely. Gayle Erbe-Hamlin, county chief administrative officer, said the bulk of reductions in Health Services – mental health and public health – will be considered Dec. 16.

The cuts, which take effect Jan. 3, will save about \$3.1 million this fiscal year and result in annualized savings of \$6.5 million, reducing the projected 2009-10 general fund deficit to \$10.6 million, Erbe-Hamlin said.

"We are in trouble, and I don't think it's going to get better," said Dupray.

The board had sought to avoid cutting deputy sheriff positions. But Sheriff Jeff Neves said he opted to eliminate seven unfilled positions rather than make deeper cuts in support staff, such as dispatchers and records clerks.

Neves said not filling the seven positions would mean reassigning deputies to patrol duties, including those serving as school resource officers and handling specialized duties like vehicle abatement. "These are sustained reductions that we can deal with, but it is a reduction in service levels," Neves said.

Cuts in the Human Services Department include welfare fraud investigators. The board received petitions



with nearly 200 signatures protesting those cuts, especially in a tight economy when welfare applications are on the rise.

Those investigations will be handled by the District Attorney's Office, for a savings of about \$250,000, said District Attorney Vern Pierson.

Some cuts may be more visible to the public.

Jeanne Amos, county library director, said in an interview that her staff will lose 2.4 positions that became vacant last month. Also of concern is the potential loss of employees who assist with everything from children's programs to reference requests.

Amos said the goal is to limit the impact on services, but library hours may be reduced. "The sands keep shifting," she said of the county's increasingly bleak budget forecasts.

County government isn't the only public agency in the county struggling to make ends meet. The El Dorado Irrigation District, which serves about 100,000 customers on the west slope, has announced that it might cut up to 40 positions if employee unions do not agree to furloughs and elimination of cost-of-living and merit increases.

The county and the irrigation district have been hard hit by the downturn in housing construction.

In Placerville, the county seat, officials are keeping an eye on the trickle-down effect.

Sales tax revenues, which account for about 45 percent of the city's general fund budget, were down about 19.4 percent for the quarter ending in August compared with the same quarter last year, said Dave Warren, finance director. The decline was due in part to the loss of a major auto dealership last November.

In addition, he said, the city's utility billing department has received more notices of customers filing for bankruptcy this year than in any of the past five years.

It is hard to say what impact county layoffs will have on the city's economy, Warren said, "but with any layoff, that is one less consumer who has discretionary dollars to buy things in the city."

Laurel Brent-Bumb, El Dorado County Chamber of Commerce executive director, called the county government layoffs heartbreaking for employees and their families. The one bright spot, she said, is that the layoffs don't take effect until January, so people will have paychecks through the holidays.

As far as the impact on merchants, Brent-Bumb said she expects retail sales will be "a little flat" this holiday season.

"I think everybody is spending less," she said.

But Brent-Bumb said she sees a bit of a disconnect between the general state of the economy and local business.

Business owners complain that the economy is horrible, Brent-Bumb said. But when she asks how their business is doing, she said most reply, "Oh, I'm OK."

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Call The Bee's Cathy Locke, (916) 608-7451.



## Mountain Democrat (Placerville, CA)

February 12, 2009

**No Headline**  
*Eric Laughlin*

*City editor*

Ten workers, or 10 percent of the county's mental health services division, will get pink slips following a vote by the El Dorado County Board of Supervisors Tuesday, in an effort to manage the financially suffering division.

The 10 employees will likely be notified before the board's next meeting on Feb. 23, when Health Services Department manager Neda West will present the eliminated positions to the board.

The mental health division is part of Health Services, which also includes the public health division. That division, according to mid-year revenue data, is generating \$2.3 million in revenue, while mental health is losing \$1.1 million. Part of the measure passed Tuesday sets aside some of the public health and social services revenues for mental health to help compensate for the loss. There are currently 24 vacant positions in Health Services that will also not be filled.

But the bad news doesn't stop with the **layoffs**. With the State Controller's Office deferring reimbursement payment to the county for a long list of state-mandated public and mental health programs, some of those programs could get the ax if the state doesn't act soon.

Although the board did not go with a recommendation to eliminate contracts with non-profit private providers, it did put them on notice that the agreements will likely end in 30 days if the state doesn't start issuing payment. All of the contracts are written with a clause stating they can be eliminated with only seven days' notice.

There would be some programs in which exceptions would have to be made, such as court-ordered ones and ones related to Child Protective Services, but many, including drug and alcohol treatment programs, could potentially be stopped.

Supervisor Jack Sweeney and his colleagues expressed sympathy to a handful of care providers who came to the meeting, but he blamed the state for the problem.

"We have the compassion, we have the tears and we have the open hearts," Sweeney said.  
"What we don't have is the state funds.

"As a county we have already begun being sucked down the state's whirlpool, and we've got to do something to avoid getting taken further down," Sweeney said.

Supervisor John Knight agreed: "We're at the end of the rope. And we've tied knots in it and there's no place to go."

If the county did continue providing such services, it's estimated that it will cost \$7 million through the fiscal year. The Department of Transportation would also be affected by the deferrals, with the county set to lose \$4 million if no payment is received. The county already faces an \$11 million General Fund deficit.

John Johnson, who serves as executive director of a foster home that could be impacted, asked the board to keep the contracts and let his internal management work on a plan to keep providing services.

The supervisors did vote to keep the contracts, but put the providers on notice that it could be a matter of only weeks before they get that seven-day notice.

El Dorado County has joined Sacramento and San Diego counties in the filing of a lawsuit against the state, in which they accuse the state of improperly withholding the funds.

County Chief Administrative Officer Gayle Erbe-Hamlin made several suggestions on how to potentially deal with the economic crisis. They included a merger of the county Transportation and General Services departments, and possible cuts to programs that include elder services, school counseling, aid to fire and even library services.

The supervisors did not seem to embrace such suggestions. The issues will likely come up again in the board's next meeting Feb. 23.

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## 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 EF Application's Supplemental Information document.

1.	Poverty Rate	7.1%
2.	Annual Average Unemployment Rate	11.1%
3.	Adverse Economic Event	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- 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 must be documented with a detailed narrative and supporting data. 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.
- A condition that has existed longer than 18 months will not be considered to meet the above standard.
- The event can only be claimed one (1) time.

*Note: Attach Adverse Economic Event" documentation in Section 3 Attachments.*

Examples of Documentation and Data Supporting an Adverse Economic Event	Yes	No
Name of event and date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presidential Declaration of Disaster	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Federally Designated Disaster	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Governor's Declaration of Disaster	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State of California Designated Disaster	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explanation of methodology used for determining job loss.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Percentage (%) of documented civilian labor force job loss.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Numbers of jobs lost resulting from the event.	<input checked="" 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 2005 – 2007**

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: El Dorado County	Grant #:
<input checked="" type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
<b>Business Assistance Loan Program</b>	<b>Microenterprise Assistance Activity</b>
<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: \$ <input type="checkbox"/> Leverage Expended: \$	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:

<b>Reporting:</b>	<b>Reporting:</b>
FARS:	FARS:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:
EDPR:	EDPR:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
PI:	PI:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
GPR:	GPR:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Wage Compliance:	Wage Compliance:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Monitoring Findings:	Monitoring Findings:
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored	<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: 9/21/2007	Contract Termination Date: 2/28/2010
<b>Business Assistance Loan Program</b>	<b>Microenterprise Assistance Activity</b>
<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: <b>N/A Open Grant</b> <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$ <input type="checkbox"/> Leverage Expended: \$	Funds: <b>N/A Open Grant</b> 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: 2 Total funds disbursed: \$120,000 Total Program Income used: \$ Total number of jobs created: 4 Total number of jobs retained:	Activity Results: Technical Assistance: Total # of Entering Program: 13 Total # Completing Program: 11 Total Number of TIG clients: 13  <u>Micro Business Loans:</u> Number of loans approved: 1 Total funds disbursed: \$75,000 Total Program Income used: \$ Total number of start-ups: Total number of expansions: 1

<b>Reporting:</b>	<b>Reporting:</b>
FARS:	FARS:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:
EDPR:	EDPR:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
PI:	PI:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
GPR:	GPR:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Wage Compliance:	Wage Compliance:
<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	<input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Monitoring Findings:	Monitoring Findings:
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored	<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: El Dorado County	Grant #:
<input checked="" type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
<b>Business Assistance Loan Program</b>	<b>Microenterprise Assistance Activity</b>
<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: \$ <input type="checkbox"/> Leverage Expended: \$	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:

<b>Reporting:</b>	<b>Reporting:</b>
FARS:	FARS:
<input type="checkbox"/> 100% submitted	<input type="checkbox"/> 100% submitted
<input type="checkbox"/> Number missing:	<input type="checkbox"/> Number missing:
EDPR:	EDPR:
<input type="checkbox"/> 100% submitted	<input type="checkbox"/> 100% submitted
<input type="checkbox"/> Some missing:	<input type="checkbox"/> Some missing:
PI:	PI:
<input type="checkbox"/> 100% submitted	<input type="checkbox"/> 100% submitted
<input type="checkbox"/> Some missing:	<input type="checkbox"/> Some missing:
GPR:	GPR:
<input type="checkbox"/> 100% submitted	<input type="checkbox"/> 100% submitted
<input type="checkbox"/> Some missing:	<input type="checkbox"/> Some missing:
Wage Compliance:	Wage Compliance:
<input type="checkbox"/> 100% submitted	<input type="checkbox"/> 100% submitted
<input type="checkbox"/> Some missing:	<input type="checkbox"/> Some missing:
Monitoring Findings:	Monitoring Findings:
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Cleared	<input type="checkbox"/> Cleared
<input type="checkbox"/> Not Monitored	<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 Applicant's specific economic development needs.
- **Program Guidelines** should describe all the Applicant's CDBG activities, tasks, and roles that will be conducted by the applicant. The Guidelines must also include 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 applicant should refer to the Application Supplemental Information document for requirements and examples.

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

### PROGRAM DESIGN:

1. Description of the activity(s), including:
  - a. Description of the proposed activity(s) that will be conducted by the Applicant under this application.
  - b. Description of the local need for the Program and how CDBG funds will and have in the past contributed to improving local economic conditions, specifically improving opportunities for TIG individuals, businesses and job creation or retention.
  - c. Description of how the Program Design relates to the local need such as the local economic development plan.
  - d. The estimated number of microenterprise beneficiaries and forms of assistance, as applicable.
  - e.

### PROGRAM GUIDELINES:

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).

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 experience of program operators must address the items listed below.

1. Provide overall program organization chart and activity chart identifying all organizations and individuals who will be doing the work.
2. Describe why the program organization and activity structure will effectively and efficiently carry out the activity (s).
3. Provide complete duty statements of individuals performing work for the activity(s).
4. Provide full and complete resumes of all individuals that include relevant experience, education and special training.
5. Approved contracts for all subrecipients and consultants:
  - a. Letters of commitment or interest with resumes that include relevant experience of all individuals who will be doing the work, including experience, education and special training.

## **2.4 Other Local Organization Support (including other funding sources)**

The applicant's local program capacity will also be measured by the applicant's ability and capacity to attract and use other local resources (cash and in-kind services) especially if the grant will be managed entirely in house. For example, the local workforce development agency 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 small business loan borrowers.

The applicant should include executed agreements for service or commitment letters from the contributing local organizations that describe the service and/or non-cash contribution. The applicant may also include cash or in-kind cash equivalent letters of support.

Letters of support from other local organizations must contain the following information:

1. All letters must be on the organization letterhead, dated and signed by the authorized representative of the organization.
2. Effective dates of the commitment.
3. Description of the nature of the contribution: (1) support only or (2) cash or in-kind cash equivalent.
4. Cash or in-kind cash equivalent letters can also be counted as a demonstration of "other local organizational support as well as commitment of other funding sources.

Place all letters of organizational support in Section 3, Attachments, Item 3, Other Local Organization Support or Section 3, Item 4, Commitment of Other Funding Sources.

### **Notes:**

\* Include all letters of in-kind non-cash support, cash and in-kind cash equivalent.



### 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 Commitment of Other Funding Sources

Applicants should seek to maximize the contributions from other available funding sources such as the SBA, private banks, the EDC to complement their Enterprise Fund program activities. This criterion will assess the leverage committed from private and local sources to the Applicant's program.

List all sources and uses of funds that will be used in the activity. Include anticipated CDBG funding and non-CDBG funding. Place all leverage commitment letters and/or documents in Section 3, Leverage Attachments.

USES	SOURCES						
	State CDBG	Bank	Jurisdiction	Other Local (specify)	Owner Equity	Private (specify) In Kind	Other (specify)
<b>Business Loans</b>	50,000				500		
<b>Technical Asst</b>	75,000						
<b>Activity Delivery</b>	16,800		1,000			22,150	
<b>General Administration</b>	10,635						
<b>Other (specify)</b>							
<b>TOTAL (\$)</b>	152,435		1,000		500	22,150	

Notes:

1. All commitment letters must be on the organization letterhead, dated and signed by the authorized representative of the organization. All letters must contain the following information: description of the commitment, the amount of the cash (\$) or in-kind cash equivalent of the commitment, and the term of the commitment.

### **3.2 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.

## SECTION 3. MICROENTERPRISE ASSISTANCE ACTIVITY

### 2.3 Program Operator Experience

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

#### **Qualifications:**

*Daniel Nielson, M.P.A., 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. Nielson will review all financial and performance reports, and other documents relating to the grant. Mr. Nielson will coordinate HCD's monitoring of the county's grant performance.

Mr. Nielson's resume is attached.

*Shawna Purvines, as Senior Planner* will be responsible for assisting the Director in overall grant management and supervision of the CDBG Program. Ms. Purvines is responsible for managing the everyday tasks related to CDBG activities along with performance reports and other documents relating to the grant. Ms. Purvines is responsible for monitoring of grant performance. Ms. Purvines was formerly the Economic Development Coordinator for El Dorado County and developed and managed the County's Economic Development Program in addition to planning and coordinating economic development activities including business outreach referrals, marketing and capital improvements programs.

Ms. Purvines' 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

### **SECTION 3. MICROENTERPRISE ASSISTANCE ACTIVITY**

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 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. Hall's 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's resume is attached.

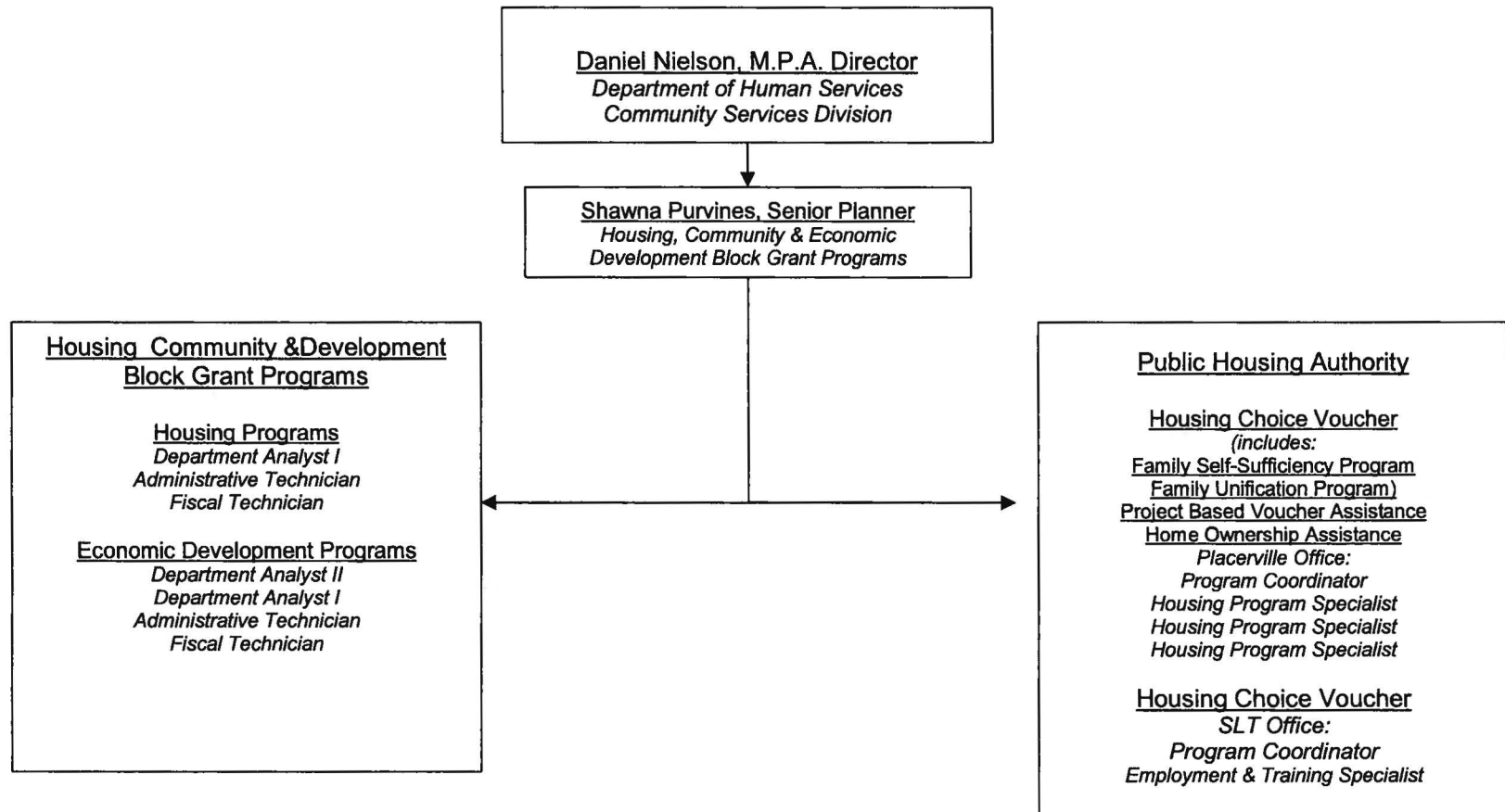
*Cynthia Freeland* as Administrative Technician for the Department is responsible for day to day activity delivery including but not limited to marketing, applicant eligibility, processing and training.

Ms. Freeland's resume is attached.

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

Housing, Community & Economic Development Block Grant Programs  
El Dorado County  
Organizational Chart





## DANIEL L. B. NIELSON

530-642-7275 (w)  
530-409-1125 (c)

### EDUCATION

<b>Master of Public Administration</b> <i>Advanced Public Management</i> University of Utah	December 2004
<b>Graduate Certificate in Public Administration</b> <i>Personnel Administration</i> University of Utah	March 1990
<b>Management Certificate</b> University of Utah	March 1987
<b>B.S. Sociology</b> University of Utah	June 1984
<b>B.S. Family and Consumer Studies</b> University of Utah	June 1984

### EMPLOYMENT

**EL DORADO COUNTY DEPARTMENT OF HUMAN SERVICES**  
**July 2009 to present**

**Director.**

**MERCED COUNTY HUMAN SERVICES AGENCY** **October 2006**  
**to July 2009**

**Deputy Director.**

**COMMUNITY HEALTH CENTERS** **November 2002 to September**  
**2006**

**December 2004 to September 2006:** **Project Director.**

**November 2002 to December 2004:** **Case Management Supervisor.**

**COUNTY OF SANTA CLARA    August 1999 to August 2002**

July 2001 to August 2002: **Prevention Program Analyst II.**

May 2001 to July 2001: **Social Work Supervisor.**

October 2000 to May 2001: **Social Work Supervisor.**

August 2000 to October 2000: **Social Work Coordinator II.**

July 2000 to August 2000: **Social Work Coordinator I.**

August 1999 to July 2000: **Social Worker II.**

**SALT LAKE LEGAL DEFENDER ASSOCIATION    May 1995 to August 1999**

May 1995 to August 1999: **Social Services Coordinator/Mitigation Coordinator.**

**STATE OF UTAH, DEPARTMENT OF CORRECTIONS  
November 1989 to May 1995**

November 1994 to May 1995: **Staff Supervisor**, Bonneville Community Correctional Center.

June 1992 to November 1994: **Adult Probation and Parole Officer**, Region III.

January 1992 to June 1992: **Licensed Social Service Worker**, Utah State Prison.

September 1990 to March 1991: **Adult Probation and Parole Officer**, Region II-D.

November 1989 to September 1990: **Licensed Social Service Worker**, Utah State Prison.

**ST. MARY'S HOME    April 1988 to November 1989**

April 1988 to November 1989: **Program Director**, Transitional Housing Program.

**HOUSING AUTHORITY OF THE COUNTY OF SALT LAKE**  
**August 1985 to April 1988**

June 1987 to April 1988: **Self Sufficiency Coordinator.**

August 1985 to June 1987: **Eligibility and Occupancy Specialist.**

**LICENSE/  
CERTIFICATION**

Licensed Social Service Worker 1989-2010  
Utah # 135416-3503

**MEMBERSHIPS**

Pi Alpha Alpha (National Honor Society for Public Affairs and Administration)

Pi Sigma Alpha (National Political Science Honor Society)

American Public Human Services Association

National Association of Public Child Welfare Administrators

National Association of Counsel for Children

American Society for Public Administration

American Political Science Association

## SHAWNA LAHEY PURVINES

### WORK HISTORY

*May 2006 - Present* County of El Dorado, **Senior Planner**

#### Responsibilities & Accomplishments

- ◆ Lead Staff on the 2008-2013 Housing Element Update; Adopted July 2008 with Certification anticipated by June 2009
- ◆ General Plan Amendments to increase Floor Area Ratio for Commercial, Industrial and R&D, including Supplement to the General Plan EIR
- ◆ General Plan and Zoning Ordinance Amendment to encourage higher density Mixed Use Development in Commercial Zones
- ◆ Housing Element Implementation including Grant application and management
- ◆ Current Case Planning (CEQA, Staff Report, exhibits, etc)
- ◆ Lead staff in updating, implementing and monitoring County's General Plan and Zoning Ordinance
- ◆ Coordinated General Plan Fee Study and Public Facilities and Services Financing Plan
- ◆ Act as liaison to other County departments, regional agencies, state/federal agencies, and local organizations
- ◆ Work closely with elected and appointed officials
- ◆ Prepare all CEQA required documents
- ◆ Prepare and present Board of Supervisors and Commission presentations
- ◆ Development of District Design Guidelines
- ◆ Coordinate with all County departments to ensure a comprehensive and consistent approach to Customer Service
- ◆ Permit Plan Check; Residential and Commercial
- ◆ Completed Redevelopment Project Area Study for 6 potential project areas

*2001 to April 2006* County of El Dorado, **Economic Development Coordinator**

#### Responsibilities & Accomplishments

- ◆ Developed and manage the County's Economic Development Program
- ◆ Plan and coordinate economic development activities including business outreach referrals, marketing and capital improvements programs
- ◆ Assisted in the negotiation of development agreements, contracts, resolutions and requests for proposals
- ◆ Coordinated grant-securing efforts that total more than \$4 million. Funds benefit Business Development, Workforce Development, Recreation and Small Business Health programs
- ◆ Manage the County's Promotions program for Film and Tourism
- ◆ Assisted in the reorganization of the local and regional Workforce Development System
- ◆ Act as liaison to other County departments, regional agencies, state/federal agencies, and local organizations
- ◆ Designated LAFCO annexation negotiator for the Board of Supervisors
- ◆ Coordinate with the County's Planning, Building and Transportation departments to ensure a comprehensive and consistent approach to Customer Service
- ◆ Work closely with elected and appointed officials

*1997-2001* City of Santa Ana, **Economic Development & Planning**

#### Responsibilities for Planning included:

- ◆ Most planning counter duties
- ◆ Current Case Planning
- ◆ Research of long range development projects
- ◆ Assisted in updating City's General Plan
- ◆ Commission and Council Presentations
- ◆ Drafting and Design work as needed
- ◆ Review and Complete Certificate of Occupancy, Variances, and Conditional Use Permits Application
- ◆ Prepared CEQA required documents

**Responsibilities for Economic Development include:**

- ◆ Implemented Empowerment Zone program by managing the development of and staffing for governance structure that includes a 23 member Board of Directors, 3 Board Task Forces, 5 Committees, and 8 sub-committees
- ◆ Contract Management for more than 50 Empowerment Zone Sub-recipient contracts
- ◆ Budget and Administrative Management for the Empowerment Zone program
- ◆ Developed Request for Qualification and Proposals
- ◆ Grant Writing & Report Writing
- ◆ Staff reports for Council, Commissions, and Board
- ◆ Developed a Monitoring and Procedure Policy for the allocation of Empowerment Zone funds
- ◆ Implement and Facilitate Business focus groups, forums and trainings
- ◆ Numerous public presentations on Agency programs
- ◆ Prepare CEQA and NEPA required documents
- ◆ Coordination of activities with developers of commercial and industrial projects
- ◆ National Representative for the 25 Western Regional Federal Empowerment Zones and Enterprise Communities
- ◆ Portfolio Management of over 100 Top Revenue generating companies actively utilizing the California State Enterprise Zone Program and Federal Empowerment Zone Programs
- ◆ Statistical and Trend Analysis,
- ◆ Citywide Assessment and Agency Database Management
- ◆ Launched Business Outreach Programs for retention/attraction
- ◆ Facilitate a Business Community Watch Program
- ◆ Web Page design & updating
- ◆ Citywide Tax Incentive Marketing
- ◆ Coordinated and Facilitated Redevelopment Projects located within Empowerment Zone Boundaries

1992-1997      Desert Community Bank & Wells Fargo Bank, Covina & Victorville, CA, **Operations Officer, Customer Service Manager,**

**Responsibilities Banking and Finance include:**

- ◆ Managed staff, general operations, auditing, state and federal compliance, security, purchasing, and payroll for mid-size branch.
- ◆ Prepared and executed commercial, real estate, business, auto and consumer loans. Certified in Money Market Fund Accounts.
- ◆ Managed local community marketing plans for Wells Fargo Bank.
- ◆ Develop and implement marketing projects to meet branches sales objectives.
- ◆ Represent Desert Community Bank and Wells Fargo Banks support of the community by participating in local business and social groups. Act as liaison for both institutions as a member of the Chamber of Commerce and Leads Group.

**PROFESSIONAL PROFILE**

- ◆ Excellent presentation, planning, organization, communication and time management skills
- ◆ Computer skills include: Microsoft Office (Word, Excel, Access, PowerPoint, Publisher), GIS ArcView
- ◆ Recipient of the City of Santa Ana's Top Award for *Exceptional Quality Customer Service* for my individual work on the 1998 Federal Empowerment Zone Application. Santa Ana was designated an Empowerment Zone on January 13, 1999 entitling the City to receive up to \$100 Million Dollars over a 10 year period.
- ◆ Member of the Board of Directors for the California Association of Local Economic Developers (CALED) from 2001 to 2006.
- ◆ Member of National American Planning Association and the California Chapter of APA

**EDUCATION**

1989-1994      **California State Polytechnic University, Pomona**  
Bachelor of Science      Major: Economics

1997-2003      **California State Polytechnic University, Pomona**  
Master of Urban and Regional Planning



# JEANNE HALL

PLACERVILLE, CA 95667

WJEANNE@SBCGLOBAL.NET

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## 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.

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## 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**  
Placerville, CA 95667

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**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

**Sharon Guth**  
Placerville, CA 95667

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**EDUCATION**

**Folsom Lake College, GPA 3.87**

Associate of Arts Degree, Accounting, December 2005

Associate of Arts Degree, Business, May 2006

**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 Axcent Accounting software

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

**SUMMARY:**

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  
Cynthia Wallington, 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

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### **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**

**Resume, Page 2**

**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 CMTTC 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

<b>Oldahoma University – Economic Development Institute</b>	<b>2006-2008</b>
Year Three	December 2008
Year Two	December 2007
Year One	April 2007
<b>International Economic Development Council (IEDC)</b>	<b>2004-Present</b>
Economic Development Credit Analysis Course	June 2006
Economic Development Finance Course	January, 2006
Business Retention & Expansion Course	September 2005
Pursuing CEcD certification	
<b>Keys to Successful Economic Development (CALED)</b>	<b>January 2005</b>
Basic Economic Development Course	
<b>MA, International Policy Studies (Marketing and Trade),</b>	<b>December 1997</b>
Monterey Institute of International Studies	
<b>African Regional Studies Coursework, National Security Department,</b>	<b>Fall 1997</b>
United States Naval Postgraduate School	
<b>BA Honors, International Relations,</b>	<b>December 1990</b>
Rhodes University, South Africa	
<b>BA, African Economic History and Political Studies,</b>	<b>December 1989</b>
University of Cape Town, South Africa	

#### RECENT AWARDS/HONORS/MEMBERSHIPS

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

## SECTION 2. BUSINESS ASSISTANCE ACTIVITY

### 2.3 Program Operator Experience

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

#### **Qualifications:**

*Daniel Nielson, M.P.A., 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. Nielson will review all financial and performance reports, and other documents relating to the grant. Mr. Nielson will coordinate HCD's monitoring of the county's grant performance.

Mr. Nielson's resume is attached.

*Shawna Purvines, as Senior Planner* will be responsible for assisting the Director in overall grant management and supervision of the CDBG Program. Ms. Purvines is responsible for managing the everyday tasks related to CDBG activities along with performance reports and other documents relating to the grant. Ms. Purvines is responsible for monitoring of grant performance. Ms. Purvines was formerly the Economic Development Coordinator for El Dorado County and developed and managed the County's Economic Development Program in addition to planning and coordinating economic development activities including business outreach referrals, marketing and capital improvements programs.

Ms. Purvines' 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

## SECTION 2. BUSINESS ASSISTANCE ACTIVITY

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 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. Hall's 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's resume is attached.

*Cynthia Freeland* as Administrative Technician for the Department is responsible for day to day activity delivery including but not limited to marketing, applicant eligibility, processing and training.

Ms. Freeland's resume is attached.

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



## **SECTION 3. MICROENTERPRISE ASSISTANCE ACTIVITY**

### **2.2 El Dorado County Microenterprise Assistance Program Design**

#### **I Description of Activity**

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

#### **II Program Goals**

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

Persons developing microenterprise businesses are defined as persons who are actively working toward developing businesses, or persons who have an interest or are expected to be actively working toward developing businesses. 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.

### SECTION 3. MICROENTERPRISE ASSISTANCE ACTIVITY

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

Program participants	15
Participants receiving Technical Assistance	15
Projected Program Graduates	7

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

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

Several technical assistance course topics can be delivered in each setting, and each type of setting more or less suited to the delivery of a specific component to meet the individual needs of a client. The Program Operator will select the setting most cost effective and conducive to the technical assistance.

### III Description of Local Need

El Dorado County has been adversely affected by the overall economic decline. Over 300 jobs have been lost in less than 12 months due to layoffs by some of the County's major employers. In January 2007 El Dorado County reported an annual average unemployment rate of 3.8%. The current annual average unemployment rate has grown to 11.1%, an increase of nearly 300%.

The most recent available information shows the annual average earnings per worker in El Dorado County at \$ 38,200 . According to the Self Sufficiency Standard for California (2008), a single adult with two young children must earn \$ 53,976 or \$ 25.56 an hour in order to be self-sufficient. Most of the county's Cal WORKS recipients are one-parent families located in the more rural parts of the county. The County has an active caseload of \_\_\_\_\_ families on the Cal WORKS program, \_\_\_\_\_ families receiving food stamps and \_\_\_\_\_ families receiving Medi-Cal. By providing the Microenterprise Training and Technical Assistance Program from the One-Stop Service Center where a significant number of these individuals must register to meet eligibility requirements, many participants can access and benefit from the Microenterprise opportunities.

### **SECTION 3. MICROENTERPRISE ASSISTANCE ACTIVITY**

Current economic strains have made it more difficult for new business owners to obtain credit lines from traditional lenders for start up or expansion capital. In May 2009, the County Board of Supervisors recognized the need for a focused economic plan of action and adopted a 12-Month Economic Development Action Plan to address critical economic issues facing the county. A major focus of that plan is to provide economic development tools to encourage new business located in, or relocating to, the unincorporated area of the county. The Program will support the plan with CDBG-EF grant funds to provide economic stability and job growth.

#### **IV How Program Design Relates to Local Need**

The Microenterprise Technical Assistance Program is designed to provide opportunities in the TIG community not easily accessed in the traditional environment. Outreach and program training will be directed at persons in the target income group that have an interest in learning what it takes to become a small business owner and for those looking to expand their current business but unsure of how to reach that goal.

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

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

- Improves the County's local employment base by providing self-employment opportunities to the targeted income group;
- Encourages diversification of the economic base, especially in resource dependent rural locations;
- Provide technical assistance and support services to new and recently established businesses to expand knowledge and management practices; and,
- Improve the economic viability of participating business ventures by providing advisory services and loan funding opportunity for qualified program participants.

## **SECTION 3. MICROENTERPRISE ASSISTANCE ACTIVITY**

### **3.2 Extent to Which Program Complements Local or Regional Economic Development Plan**

On May 18, 2009, The El Dorado County Board of Supervisors recognized the need for a focused economic plan of action and adopted a 12-Month Economic Development Action Plan to address critical economic issues facing the county and to strengthen the Economic Development Strategy adopted by the Board on October 30, 2007. The El Dorado County Microenterprise Assistance Program will complement the Plan by playing an integral role in providing economic development tools to TIG entrepreneurs and business owners located in the unincorporated area of the county by utilizing CDBG-EF grant funds to support economic stability and job growth and economic self sufficiency.

Within the Economic Development Element of the El Dorado County General Plan there are Goals, Objectives, Policies, and Measures. The main Goals of the Economic Development Element are 10.1 Cooperation and 10.2 Public Service and Infrastructure.

#### **Goal 10.1: Cooperation**

The county shall work with all levels of government and with the various economic development organizations including the business community to cooperatively identify and promote the County's positive opportunities and strength.

#### **Goal 10.2: Public Service and Infrastructure**

Provide adequate levels of public services and infrastructure for existing residents and targeted industries and establish equitable methods to assure funding of needed improvements to existing infrastructure and services and new facilities to further economic development consistent with the County's custom, culture, and economic stability.

These goals are echoed in the Economic Development Strategy's Primary Objectives. Objective 3, Build Service Provider Support Network for Business Retention and Expansion Program, specifically sites the need for a collaborative effort to establish financing programs.

The Department of Human Services and California Department of Housing and Community Development are key partners in the success of the County's Economic Development Plan by providing needed business tools in the form of technical assistance and loans through the CDBG Enterprise Fund for the County's Microenterprise Assistance Loan Program.

## **SECTION 3. MICROENTERPRISE BUSINESS ATTACHMENT**

This Section contains:

- 4.1 Task Matrix Attachments
- 4.2 Program Guidelines
- 4.3 Cost Allocation Plan (required if serving both TIG and non-TIG clients)
- 4.4 Other Local Organizational Support Attachments
- 4.5 Leverage Attachments
- 4.6 Adverse Economic Event

## Microenterprise Task Matrix

Note: "X" - identify organization responsible for task.

Task	General Admin COUNTY	Activity Delivery COUNTY	Microenterprise Assistance Activity COUNTY
Approve RLF Guidelines	X		
Clear Special Conditions	X		
Prepare Funds Requests	X		
Monitor Grant Expenditures	X		
Generate Fiscal/Performance Reports	X		
Coordinate grant activities with Program Operator and Grantee	X		
Oversee program implementation and activities	X		
Compile official grant project files	X		
Monitor achievement of goals	X		
Report on progress to Grantee and local governing body	X		
Meet with local econ developers to solicit referrals		X	
Create and distribute program flyers and newsletters		X	
Write press releases; Market Microenterprise services		X	
Participate in Loan Advisory Review		X	
Loan Servicing and Accounting		X	
Create and update the program website		X	
Income screen for TIG status		X	
Determine business size and eligibility as a microenterprise		X	
Ascertain readiness of potential participant		X	
Ascertain readiness in eligible, enrolled participant			X
Gather baseline data on potential participant		X	
Gather baseline data on eligible, enrolled participant			X
Field calls from potential participant		X	
Create service plan for eligible, enrolled participant			X
Coordinate course offerings with community colleges and other providers		X	
Set up courses and schedules for eligible, enrolled participants			X
Assist in preparing business plan and marketing strategy			X



<b>Task</b>	<b>General Admin</b>	<b>Activity Delivery</b>	<b>Microenterprise Assistance Activity</b>
Conduct courses			X
Curriculum Development		X	
Class/Training Preparation		X	
Guide eligible, enrolled participants in resolving business issues			X
Field calls from enrolled, eligible participants			X
Meetings/counsel sessions with eligible, enrolled participants			X
Assist in preparing loan application		X	
Collect and input eligible, enrolled participant data		X	
Prepare and submit cost allocation plan	X		
Report on program outcomes	X		
Determine indicators for tracking	X		
Evaluate program effectiveness		X	
Create database to match participant data collection	X		
Attend HCD Workshops	X		

Note: "X" indicate party responsible for task.

## **SECTION 3. MICROENTERPRISE ASSISTANCE ACTIVITY**

### **4.2 Program Guidelines**

## **EL DORADO COUNTY MICROENTERPRISE ASSISTANCE PROGRAM GUIDELINES**

### **I. Program Description**

The El Dorado County Microenterprise Assistance Program requires a community effort to identify and recruit TIG applicants for the program. Qualified and interested individuals will be invited to attend introductory sessions explaining the scope and purpose of the program. They will assess their willingness to seek self-employment and determine their family and personal commitment to program participation.

Participants accepted into the Program will attend training and seminars designed to enlighten and teach basic business skills and provide opportunity to review the overall feasibility of their business concept. Following the training, participants will be provided an opportunity to create a business plan with one-on-one technical assistance which can guide the business start-up in establishing funding for the new venture. The Program will provide continuing support to participating businesses with advisors and counselors for specific issues.

### **II. Eligible Applicants**

Eligible applicants include all community members considered low to moderate income or TIG eligible (total household incomes at or below 80% of county's median income) who either own or plan to own a Microenterprise business located within the unincorporated areas of El Dorado County. A Microenterprise is defined as a business with five or fewer employees, one of whom is the owner/operator. Program activities will begin with recruitment and screening for participants who have the potential to become future business owners or have existing businesses but still meet targeted income group guidelines.

Recruitment will continue with existing agencies serving the County of El Dorado including but not limited to:

- El Dorado County Office of Economic Development
- El Dorado County Human Services Department Social Services Division
- Job One of El Dorado County of El Dorado
- State Department of Employment Development
- State Vocational Rehabilitation Department
- County Chambers of Commerce including but not limited to:
  - El Dorado County Chamber of Commerce
  - El Dorado Hills Chamber of Commerce
  - Cameron Park/Shingle Springs Chamber of Commerce
  - Coloma Chamber of Commerce
  - Georgetown Chamber of Commerce
  - Pollock Pines Chamber of Community
  - South Lake Tahoe Chamber of Commerce
- Small Business Associations
- Civic Groups

In addition to income verification, program applicants will be screened for prior skills and experience levels, self-determination to improve and gain control of their environment, willingness to commit to full participation in training and counsel as well as overall family and/or household support for entrepreneurship. Program application and eligibility documents are included as attachments to this application.

### **III. CDBG Eligibility Requirements**

The County of El Dorado Microenterprise Program will meet CDBG eligibility requirements by offering training, counsel and loan opportunities to members of the low to moderate income groups residing with the unincorporated areas of El Dorado County.

National CDBG objectives will be met by serving one of two goals:

- Limited clientele, participants, either individual seeking business start-up or business owners with existing small businesses will demonstrate TIG eligibility. Participants will create or maintain self-employment, and/or create new jobs through business expansion;

For the purposes of this proposal, Microenterprise is defined as a business that has five or fewer employees, one or more of whom owns the enterprise.

### **IV. Program Content**

The County of El Dorado Microenterprise Assistance Program will provide training and technical assistance through the One-Stop Service Delivery system. Technical assistance (TA) to business includes a wide range of knowledge and skill development essential to business entrepreneurial success. There are two ways or settings in which TA will be delivered to clients.

1. One-on-One: One client and one or more counselors, consultant, and/or mentor;
2. Workshop: Multiple clients, all of whom are verified TIG, and one or more counselors, consultant, and/or mentor;

Various Technical Assistance content can be delivered in each setting, and each setting more or less suited to delivery of a particular content to a particular client. The Program Operator will select the setting most cost effective and conducive to the Technical Assistance. It is anticipated the majority of workshops and seminars will be held at the One-Stop Service Center in Placerville. However outreach will be provided in South Lake Tahoe, El Dorado Hills and Georgetown.

### **V. Technical Assistance**

The classroom training will offer ten modules that provide necessary training and counsel for all selected participants. The program will include:

- Skills Entrepreneurs Need: What it Takes to Survive in Business
- Deciding on a Business
- Business Plan; Your Roadmap to Success
- Communication Tools and Organization
- Marketing Analysis
- Marketing Strategy
- Management Skills
- Operations: Running the Business
- Licenses, Permits, Business Names and Insurance
- Keeping the Books – Accounting and Cash Flow
- How to Finance Your Business – What Lenders Want to See
- Location and Opening Your Business
- Tools to Forecast Business Needs and Sound Cash Management

Participants in the program will be expected to attend training sessions and meet regularly with counselors and trainers to develop a business plan. Training will be offered with two complete cycles planned within 12 months of program approval. Additional programs may be determined on a geographic basis to meet community and countywide need.

It is expected that many participants may decide to seek regular employment opportunities or determine they do not wish to complete the program. These individuals will likely gain from attendance and may become more qualified job applicants through the program participation. Although program objectives are established for completion and potential loan funding, a review of individual circumstances will be sought from all participants, which demonstrates factors impacting program participation.

## **VI. Implementation Plan**

The client selection recruitment is handled through the El Dorado County Department of Human Services in conjunction with El Dorado County Job One One-Stop Resource Centers. All participants are screened for income verification using the Microenterprise Assistance application. All existing CalWORKS recipients are given an assessment of skills and interest in the entrepreneurial training. Notices will also be sent to clients who have been screened for acceptance in the El Dorado County Housing Rehabilitation and Housing Acquisition Programs.

Additional recruitment for qualified applicants will be made through media coverage and marketing brochures. Local lenders will recommend clients and projects through working with Business Services Representative when appropriate. In addition the Office of Economic Development and County Chambers of Commerce will refer potential applicants.

All candidates will be screened for Targeted Income Group (TIG) eligibility prior to enrollment in the program. Individuals not qualified as TIG will be referred to other business resource assistance programs, including the Greater Sacramento Small Business Development Center and Sierra Economic Development District (SEDD) SBA funded Microenterprise program. The prescreening process will also assess possible barriers to attending training such as transportation, childcare needs and language barriers.

## **VII. Training Program and Technical Assistance Program**

Implementation of the training program will commence with informational meetings where applicants and interested individuals will learn of the content and operation of the entire training and loan program. Meetings will be held in local communities to reach the widest audience, while actual training may take place in Placerville, Cameron Park, and potentially South Lake Tahoe. Training sessions will take place according to the training curriculum with a minimum of two complete cycles offered during the grant period.

The County has a Resource Center developed in both Placerville and South Lake Tahoe One-Stops Resource Centers where participants may use a personal computer to research the Internet and/or prepare the text and numbers necessary for the construction of a formal business plan. Participants will be able to schedule appointments for the El Dorado County Chamber of Commerce to utilize the resources of the local Chamber, the Greater Sacramento SBDC for compiling information and data necessary to complete their tasks and plan.

## **VIII. Delivery of training programs, One-on-One Technical Assistance, and Business Support**

The County or its subcontractor will provide comprehensive workshops to the participants that cover all of the elements of how to start their own business. These classes are appropriate

for those individuals who have an idea to begin their own business and those that have recently started their business. We are proposing the workshops to consist of 6 classes that are designed for 3 hour sessions, and consist of classroom teaching, classroom activities, and speakers from the local community who have started their own businesses or have pertinent expertise to impart to the new business owner/entrepreneur. The classes are designed to deliver a completed business plan for the participant that will guide them through the first years of operations and prepare them for funding requests.

The technical assistance to be provided to the targeted income population will consist of one on one consulting to assist them in their area of need. The assistance will not be confined to the participants in the Business Start-up workshop, but also to businesses that request it as long as their income falls within the target income group (TIG) to participate in the program. The services will consist of consulting in all areas of their startup needs. All participants in the Business Start-up Workshop are included in the one-on-one technical assistance. Each class participant will be scheduled for individual one-on-one assistance as part of class participation.

Business support will consist of assistance with printed materials and brochures for access to the internet through the One-Stop Resource Center. Other assistance could be computer classes or other specialized support. The assistance will be provided on a one on one basis and will be offered to all participants in the classes and to all qualified businesses. Other business support may be provided as identified through the classes.

During the final phase of the training process, the County or Subcontractor, with the assistance of mentors, will guide entrepreneurs through the process of preparing an application for funds under the grant program. Entrepreneurs will then have the opportunity to make a presentation to the Loan Advisory Board demonstrating their ability in start-up businesses.

## **IX. CDBG Monitoring**

CDBG monitoring requirements will vary depending on the use of funds and the applicable federal overlays. Environmental review procedures are included with this application.

### **Job Creation/TIG Benefit**

All participants will be screened for Target Income Group (TIG) benefit eligibility. The El Dorado County Department of Housing, Community and Economic Development will be responsible for the income verification processes. All participants receiving assistance with CDBG funds will be 100% verified.

### **Labor Standards Requirements**

Although not an activity under this application, CDBG loans may trigger compliance with Federal Labor Standards and Provisions. The following CDBG-assisted projects may be subject to the payment of Federal Prevailing Wage Rates:

- New construction or Rehabilitation
- On site improvements in support of new construction
- Installation of equipment

When a project is determined to be subject to Federal Labor Standards, the County will be responsible for assigning in-house or contract staff to monitor compliance with this requirement.

### **Other Monitoring Requirements**

Other requirements that apply to CDBG funding and may need to be monitored for compliance include:



- Acquisition, Anti-Displacement, and Relocation. If the County uses CDBG funds to acquire property, then it must comply with CDBG acquisition procedures. The County must minimize the displacement of persons (families, individuals, businesses, non-profit organizations, and farms) that may result from CDBG-funded activities. (24 CFR 570.606). If the displacement occurs, then the grantee must insure that the affected parties are provided with adequate relation assistance (24 CFR 570.606).
- Equal Opportunity/Section 3. The County must insure that no one is being excluded from participating in, or benefiting from, the CDBG program on the basis of race, color, religion, national origin, or sex (24 CFR 570.602). The County must have a system in place for tracking the "protected class" status of loan applicants, loan recipients, job applicants, and job recipients (24 CFR 570.607).
- Procurement. The County will utilize procedures in procuring services, supplies, equipment and construction contracts that maximize free and open competition and the efficient, economical use of the CDBG funds (24 CFR 85.36).
- Contractor Eligibility and Certification. The County will ensure that any contractors and/or subcontractors are not on the federal list of ineligible contractors and that they are licensed and in good standing (24 CFR 570.609).

#### **X. Matrix**

##### **El Dorado County Microenterprise Loan Fund Program Roles and Responsibilities**

Key: County Staff - El Dorado County Department of Human Services and Economic Development  
County - El Dorado County Chamber of Commerce

TASK	COUNTY STAFF	COUNTY
Audit	X	
Business Forums	X	X
Clear Grant Conditions	X	
Client Assessment and tracking	X	X
Conduct Environmental Review	X	
Content Development	X	X
Equal Opportunity Compliance	X	
Federal Overlay Compliance	X	
Fiscal/Performance Reporting	X	
Identify & Recruit Clients	X	X
Income Screening	X	
Procurement	X	
Program Marketing	X	X
Program Monitoring & Record keeping	X	
Program Oversight & Evaluation	X	
Project Management	X	X
Public Participation	X	
Set-up & maintain public files	X	
Tracking/Monitoring	X	
Trainer Recruitment/Coordination	X	X
Training/Technical Assistance	X	X
Workshops	X	X
Clear Special Conditions	X	
Income Screening/TIG Benefit	X	

TASK	COUNTY STAFF	COUNTY
Conduct Appeal Process	X	
Attend HCD Workshops	X	
Refer for Business Counseling - SBDC	X	X

**EI DORADO COUNTY  
MICROENTERPRISE LOAN PROGRAM GUIDELINES**

**I. PURPOSE:**

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

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

The MLP is designed to provide need-based funding as some percentage of a project's total financing requirements. The MLP is targeted to businesses and projects that have the greatest potential for long-term job creation/retention, particularly jobs created and/or retained for low and moderate income persons.

The MLP will assist businesses and projects that start-up, expand, and/or locate within the unincorporated county limits of El Dorado. The MLP funds can be used to finance:

- Working Capital/Lines of Credit,
- Inventory Purchase,
- Equipment Acquisition,
- Furniture/Fixtures.

**II. POLICY:**

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

- Existence of a documented need that hinders the business or project from obtaining or affording the project without the MLP injection.
- The loan meets the MLP's underwriting criteria.
- Business owner qualifies as a CDBG Microenterprise (i.e. owner(s) is TIG, and the business has five or fewer employees, including the owner(s).
- The terms and conditions of the project are appropriate.

**III. SOURCE OF FUNDING:**

The source of funding for the MLP is the State of California Community Development Block Grant Program Enterprise Fund Component Program. Loans are not made from the El Dorado County General Fund.

**IV. DESCRIPTION OF FUNDING**

**4.1 Guidelines**

Loans will range from a minimum of \$1,000 to a maximum of \$25,000. However, MLP loans

above \$25,000 will require additional approval by the State Department of Housing and Community Development (HCD), Economic Development Advisory Committee (EDAC).

- **Leveraging:** Minimum 10% of total project costs.
- **Loan Terms:** Up to ten years, depending on the asset being financed and the demonstrated need for the MLP funds. The length of the loan shall not exceed the economical life of the equipment/asset being financed.
- **Interest Rate:** The interest rate is set based on the demonstrated financial need of each borrower. If the financial need is the availability of capital, the interest rate shall be near market rates for the asset being financed. If the financial need is the cost of capital (rate, term or collateral requirements), then the interest rate is set by evaluating the financial information to determine at what interest rate the project would be viable.
- **Loan Fee:** Borrowers will pay for any direct costs incurred in loan processing and closing, such as recording fees, attorney fees, escrow fees, etc.
- **Prepayment Penalty:** None
- **Deferral of Payments:** On a case by case basis, determined based on the financial gap."
- **Collateral Requirements:** All MLP loans shall be fully secured by collateral in order to maintain the Microenterprise Loan Program. No unsecured loans shall be made. Collateral will usually be in the form of liens on the assets financed including fixed assets such as machinery, accounts receivable, inventory, and lease assignments. Liens upon other non-project assets of the borrower may also be used to secure the loan. Personal guarantees will be required of all person/entities holding a 50% or more interest in the applicant's business. Types of collateral may include
  - Liens on real property,
  - Deeds of Trust,
  - Liens on machinery, equipment, or other fixtures,
  - Lease assignments, as appropriate,
  - Personal and/or corporate guarantees, as appropriate, and
  - Other collateral, as appropriate.

#### 4.2 General Administrative Features

The Microenterprise Loan Program will comply with all CDBG requirements, including, but not limited to:

- Confidentiality of Client Financial Information, as allowed by law;
- Equal Opportunity/Affirmative Action Policy;
- Attorney review of all contracts and legal forms;
- Monitoring and Reporting Forms;
- Collection and Foreclosure Policy;
- Labor Standards (where applicable);
- Clearing CDBG Special Conditions;
- Relocation assistance (where applicable);
- Section 3 requirements;
- Fair Housing requirements;
- Environmental reviews;
- El Dorado County staff will be responsible for overall project marketing, loan evaluation, loan packaging, and monitoring.

#### 4.3 Project Evaluation Criteria

The following evaluation criteria will be adhered to during the course of the Microenterprise Loan Program:

- The number of jobs created/retained and the percentage benefiting members of the Targeted Income Group.
- The amount of private dollars leveraging MLP funds.
- The financial viability of the proposed project.
- The demonstrated need for the MLP funds.

#### 4.4 General Credit Requirements

A loan applicant must:

- Show ability to operate a business successfully,
- Have enough borrowing ability or equity to operate, with the MLP loan, on a sound financial basis,
- Show the proposed loan is of sound value or reasonably secure to assure repayment, and
- Show that the past earning record and future prospects of the firm indicate ability to repay the loan and other fixed debt, if any, out of the profits.

#### 4.5 Loan Packaging

County staff will be responsible for MLP loan packaging activities, including review of all proposals presented to the Loan Advisory Board (LAB).

#### 4.6 Loan Review

The Loan Advisory Board (LAB) shall be responsible for reviewing funding proposals and making recommendations to County staff. The El Dorado County Housing and Community Development Agency will decide terms and conditions of loan agreements. The LAB shall be comprised of:

- One representative of County Staff;
- One Certified Public Accountant;
- Two representatives of a El Dorado County lending institution, and
- Two representative of the business community appointed by the County.

HCD/CDBG will make the final loan determination after County LAB approval.

#### 4.7 Length of Review Process

On average, the MLP review process takes six to eight weeks from submittal of a complete loan application through LAB review. Loan funds can be disbursed two to three weeks after signing the MLP documents, depending on the financing and approval by HCD. Conditional commitments can be made prior to final approval from another funding source. Every effort will be made to facilitate the process to coincide with the other funding source and the project's requirements.

#### 4.8 Linking Jobs with Long-Term Unemployed

County staff will work closely with the Workforce Investment Act (WIA) programs and services that provide assistance to the unemployed and low and moderate income persons. Early and consistent involvement with each loan applicant will be an integral policy of the MLP Program.

### V. ELIGIBILITY

## 5.1 Eligible Applicants

In order to be considered for financing through the MLP, applicants must meet the following requirements:

- Have a completed business plan which includes a competitive market analysis and qualify as a Microenterprise (owner(s) is TIG and the business has five or fewer employees, including the owner(s))
- Be an on-going or start-up private, for profit Microenterprise business concern, partnership, sole proprietorship licensed and located (or planning to locate) within the unincorporated areas of El Dorado County. Businesses operating out of a residence are eligible.
- Be in compliance with all county, state and federal financial obligations, including taxes with zoning regulations.
- Loan monies may NOT be used to satisfy any existing debts.

### Conflict of Interest

When the County's program contains Federal funds, the following shall be addressed: in accordance with title 24, Section 570.611 of the Code of Federal Regulations, no member of the governing body and no official, employee or agent of the local government, nor any other person who exercises policy or decision-making responsibilities (including members of the loan committee and officers, employees, and agents of the loan committee, the administrative agent, contractors and similar agencies) in connection with the planning and implementation of the Program shall directly or indirectly be eligible for this Program. This ineligibility shall continue for one year after an individual's relationship with the County ends. Exceptions to this policy can be made only after public disclosure and formal approval by the governing body of the locality.

## 5.2 Eligible Uses

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

## 5.3 Ineligible Uses

Projects must be located in the unincorporated areas of El Dorado County. Projects cannot be residential in nature. Projects must have reasonable assurance of repayment. Projects are not eligible if they create a conflict of interest pursuant to California Government Code S87100 et seq for any current El Dorado County or Business Development Corporation employee or Loan Advisory Board (LAB) member. Projects must create or retain jobs, primarily for the Targeted Income Group and must leverage private or equity funds.

## 5.4 Eligible Costs

- Finance of inventory, furniture, fixtures, machinery and equipment.
- Working capital, supplies and start up costs.

## 5.5 Ineligible Costs for CDBG Loans

Costs incurred prior to CDBG grant execution, submittal of the loan application, and environmental review requirements, except for private leverage as specified in Section 4.1. and costs other than those listed as eligible in Section 5.5.

# VI. ROLE OF THE COUNTY

## 6.1 County staff will, as required



- Publicize and market the MLP; screen all applicants for loans;
- Refer candidates that are not eligible, do not meet the MLP criteria or need technical assistance to the Small Business Development Center;
- Ask promising candidates to submit preliminary information and an application, along with accompanying financial information;
- Prepare package, along with recommendation to loan advisory;
- If approved, assist with loan processing and closing;
- Once closed, monitor the loan, maintain the loan records, and monitor compliance with job objectives.

The County staff will make the daily decisions called for or implied regarding the activities of the MLP. Decisions to foreclose and declare defaults will be the responsibility of the El Dorado County Housing and Community Development Agency, in consultation with legal counsel, based upon recommendations of staff. County staff will monitor on-going operations of the loan recipient. Staff will consult and monitor program operator during the term of the contract. Staff will review all reports, financial information and performance reports on each loan during the term of the loan. Staff will serve as the contact for the State Department of Housing & Community Development for the MLP.

County staff will meet with each MLP applicant to ensure that the applicant maintains the documentation required. Staff will brief each applicant on his obligations and requirements of the Program. Additionally, County staff will conduct an environmental review of the project as necessary. County staff and program operator will refer potential applicants, including those ineligible or denied MLP financing, that need technical and management assistance to the appropriate organization. As a condition of the loan, the County or LAB may require that applicants receive pre- and/or post-loan counseling.

County staff and/or the program operator may require applicants who have received loans to undertake business counseling if it appears that the applicant's financial position is declining and the MLP loan may become delinquent.

## 6.2 Role of the Loan Collection Agent

The County will conduct the duties of the loan collection agent. The duties will include the following:

- Loan servicing and accounting;
- Provide monthly receipts of loan payments
- Provide quarterly statements on each loan
- In concurrence with the jurisdiction's legal counsel, undertake loan collections, including asset liquidation;
- Obtain credit reports on all loan applicants

## VII. LOAN SELECTION & APPROVAL PROCESS

### 7.1 (A) Marketing

The marketing of the MLP Program will be accomplished by a variety of means. There will be media coverage, marketing brochures, and joint marketing through program operator's existing loan packaging and financial services. Local lenders will recommend clients and projects, when appropriate. The Small Business Development Center, local Realtors, and business associations will also refer potential applicants. The County will also use existing business and community networks to market the MLP Program.

### 7.1 (B) Procedure

Once a potential project has been identified, County staff will conduct a preliminary review for

eligibility with the MLP criteria. If another lending source is more appropriate, or the project does not meet the MLP criteria, the staff will refer the prospective borrower to another organization for assistance.

If the project appears to meet the criteria, the applicant will be asked to submit preliminary information. Preparation and submission by an applicant of preliminary information and supporting documents include, but are not limited to: business and personal tax returns for the last three years or since commencement of operations (whichever is less), business financial statements (balance sheet and income statement) for current year and prior three years, current personal financial statement, credit history, and proposed project summary. Start-up businesses must submit proforma financial statements for the first five years. Real estate projects must submit pro forma projections for the first five years, and pre-leasing information.

The preliminary information will be reviewed by County staff. If the project is viable, a draft loan analysis will be prepared by program operator. If the decision is to decline the request, the program operator will provide the applicant with a written explanation of the denial. If appropriate, referrals to other organizations will be made.

If the review is positive, the applicant will be invited to an application conference with program operator and to submit a formal application to program operator, which will be presented to the LAB for their recommendation. At the application conference, program operator will review with the applicant the formal MLP checklist and required information, forms and financial schedules deemed necessary the County to complete the loan package. The County will determine project needs/conformance with local requirements, as well as determine the necessary environmental review for the project. The County will begin the environmental review as necessary.

The applicant, in conjunction with the County will develop the employment plan. Upon completion of the necessary information, applications will be presented by the program operator to the LAB. The presentation will include a completed MLP Project Evaluation Form. If the private funds are from equity, then the commitment letter must be from the applicant. The program operator presentation will include a recommendation. This recommendation will include the proposed terms and conditions, based upon the identified financial need and the "appropriate" analysis undertaken by program operator, along with a checklist insuring that the loan meets the MLP guidelines and criteria.

The LAB will decide to recommend approval or to decline the loan request. If declined the applicant will be informed in writing by the County as to the reason. If recommended, the LAB's recommendation can be under the terms and conditions proposed by program operator, or the LAB can recommend alternative terms and conditions. The LAB recommendation is the presented to the County Staff. County staff will review the loan package for completeness and regulatory compliance, as well as final review for compliance with MLP guidelines and criteria.

When the County approves or denies the loan request, the applicant will be notified in writing. If denied, the reasons for denial will be included. County approval shall include a certification statement that, based on his/her review of the staff report and LAB recommendation, the County finds that the CDBG loan is appropriate and that the assistance is commensurate with both the needs of the borrower and public benefits stemming from the project.

#### 7.1(C) Loan Closing

Upon approval by the County will prepare for the loan closing. After final approval from HCD/CDBG the Borrower will sign all the necessary documents and agreements. The County will request a drawdown of funds from the State Department of Housing & Community Development (the timing of the request may vary depending on the project). The County will prepare the loan closing documents, prepare title and lien searches, and UCC-1 filings, if appropriate. County legal counsel will review all agreements and documents, as necessary.

Loan closing will be undertaken by the County. At the time of closing, the Borrower will be provided with a checklist outlining their obligations under the MLP Program. At closing, or another specified time, funds will be disbursed to the Borrower. The County will complete any

remaining legal, regulatory or other items. Monitoring and compliance files will be set-up at this time.

#### 7.1(D) Loan Monitoring

Two separate loan files will be maintained. The first is the legal file which holds all the original loan documentation, along with the original documents. This file shall be kept in a fireproof vault for safekeeping. The second is a credit file which shall contain the day-to day administrative records of the loan. At a minimum the legal file shall include:

- Note
- Loan Agreement, including Non-Financial Employment Plan
- Mortgage
- General Security Agreement
- Personal Guaranty
- Corporate Guaranty
- Subordination Agreement
- Life Insurance Policy and Assignment
- Hazard Insurance Policy and Assignment
- General Resolution
- Certificate of Secretary
- Opinion of Counsel
- Intercreditor Agreement

The credit file shall contain, at a minimum, the loan application and financial information associated with the application, credit memo, LAB recommendation, final local approval, disbursement records, reports of site visits, updated financial information provided by borrower, job creation/retention data, etc.

A reporting system will be established for each loan and the loan portfolio as a whole. The report should be up-dated at least quarterly. The County shall be responsible for preparation of this report. The report will be used by the County to monitor the loans and identify problems. The report will contain the following:

- **Fund Report Balance:** A monthly summary of the beginning fund balance, principal and interest recaptured during the month, disbursements made during the month and funds committed but not yet disbursed, and amount remaining in the MLP which is unencumbered. The monthly receipts from the lender on each loan will serve as the basis for this report.
- **Portfolio Summary Report:** A quarterly summary of the total loans outstanding and authorized loans. The report shall include a quarterly statement on each loan, prepared by the lender. The quarterly report shall include the last payment date and loan balance. Delinquent loans shall be identified and a summary of actions to date to collect delinquent loans shall be included.
- **Employment Report:** A quarterly report on each project detailing the jobs created/retained, and where applicable those hired that meet the Targeted Income Group.
- **Loan Loss and Delinquent File:** A list of all loans that have been classified as uncollectible and a summary of foreclosure procedures to date on the loan. Loans that are delinquent will also be listed, along with a summary of recommended steps, and steps taken to date.
- **Tickler File:** A listing of the current loan portfolio and dates for receipt of financial statements, employment information, renewal of UCC-1 filings, review date, dates for insurance renewal and other information.

In addition, a loan monitoring file will be established which will include a summary of the monitoring requirements of the State Department of Housing and Community Development. A tickler file will be part of this overall file to insure that loan and MLP monitoring is undertaken and completed

## VIII. LOAN UNDERWRITING

The loan underwriting policies of the El Dorado County Microenterprise Loan Program (MLP) are designed to insure the program's ongoing viability, assist businesses that could not proceed without the MLP, and ensure that the MLP assistance is appropriate.

### 8.1 HUD Underwriting Guidelines

The County has adopted the HUD underwriting guidelines for the MLP to determine whether a proposed CDBG subsidy is appropriate to assist with business expansion or retention. In addition, the project will be reviewed to determine that a minimum level of **public benefit** will be obtained from the expenditure of the CDBG funds in support of the project.

The objectives of the underwriting guidelines are to ensure that:

- Project costs are reasonable;
- All sources of project financing are committed;
- To the extent practicable, MLP funds are not substituted for non-Federal financial support;
- The project is financially feasible;
- To the extent practicable, the return on the owner's equity investment will not be unreasonably high;
- To the extent practicable, MLP funds are disbursed on a pro rata basis with other financing provided to the project; and
- Sufficient public benefit will be received from the expenditure of MLP funds.

#### 8.1(A) Project Costs are Reasonable

All project costs will be reviewed for reasonableness, and to avoid providing either too much or too little MLP assistance. The amount of time and resources expended evaluating the reasonableness of a cost element shall be commensurate with its costs. In some instances, it will be necessary to obtain third-party, fair-market price quotations or a cost element. Particular attention will be documenting the cost elements in non-arms-length transactions.

Procedures:

1. Start with Sources and Uses of Funds.
2. For each Use of funds, determine if costs are reasonable.
  - a. For machinery, equipment. Determine if the costs are estimated by a third-party (e.g. architect, engineer, equipment supplier, etc.). Determine if the estimates are included in the application. Determine if the contingency is adequate.
  - b. For working capital, compare the amount of working capital to industry averages, risk, historical needs of the business and the projected need. Analyze business financial statements, projections, operating cycle and financial ratios.
3. A higher level of review will be required if there are no third party estimates.
4. Sources of information:
  - Sources and Uses of Funds Statement;
  - Financial Statements and Projections;
  - Industry Averages (Robert Morris);
  - Third Party Costs Estimates;

- Building Department/Public Works;
- Realtors;
- Appraisers;
- Architects/Engineers;
- Contractors;
- Equipment Suppliers; and
- Other similar projects.

#### 8.1 (B) Commitment of All Sources of Project Financing

Prior to the commitment of MLP funds to the project, a review shall be conducted to determine if sufficient sources of funds have been identified and committed to the project, and the participating parties have the financial capacity to provide the funds to ascertain if the project is viable and will move ahead in a timely manner. In certain circumstances, the MLP may commit its funds in advance of final commitments from other funding sources. However, to conduct the underwriting analysis, the approximate terms and conditions of the other funding sources should be known. Final commitments from the other funding sources will be required, with substantially similar terms and conditions as used in the underwriting analysis, prior to any loan closing or disbursement of funds.

##### Procedures:

1. Start with Sources and Uses Form.
  - a. For all sources of funds, determine if there is evidence verifying commitment or intent to commit.
  - b. For debt sources, be in receipt of letters of intent or interest, which specify the level of commitment and terms/conditions of the loan. The proposed terms should be reflected in the business projected debt schedule and in the financial projections. Determine if actual loan packages have been submitted to lenders.
  - c. For equity sources, determine if the equity injection is verified on the business or personal financial statements. Or if an investor provides the equity, obtain evidence of the level and terms of commitment (e.g. letter of intent with accompanying financial statement verifying availability of funds).
2. Sources of information:
  - a. Sources and Uses of Funds,
  - b. Business and Personal Financial Statements, and
  - c. Letters of intent/interest form lenders, partners and investors.

#### 8.1 (C) Avoid Substitution of CDBG Funds for Non-Federal Financial Support

The project will be reviewed to ensure that, to the extent practicable, MLP funds will not be used to substantially reduce the amount of non-federal financial support for the project to make the most efficient use of the MLP funds.

#### 8.1 (D) Financial Feasibility of the Project

Each project will be examined to determine the financial viability of the project, and thus the reasonable assurance that the public benefit will be realized. The current and past financial statements for both the business and individuals must be analyzed, along with tax returns and projections. The assumptions behind the projections must be critically analyzed. Income and expense costs shall be evaluated and compared historically, where applicable, and compared to industry averages (using guides such as Robert Morris' Annual Financial Statements). Project costs, including both hard and soft costs, must be determined to be reasonable. Accurate project costs are vital to determining project feasibility.

As part of the financial analysis, the past, current, and projected financial data shall be

analyzed to determine if the job estimates are reasonable and supportable. Labor costs shall be looked at the break-even point. In addition, labor costs shall be checked against industry averages. Variations should be explained in the loan analysis.

The terms and conditions of the MLP loan must be appropriate. In general, the interest rate shall be set at a rate where available cash flow is able to meet debt obligations, after other obligations are met, with enough cash flow remaining to operate successfully. The loan term typically is based in the asset being financed. The term should not exceed the economic life of the asset being financed. However, a longer loan amortization schedule, with the loan due at the end of the economic life may be justifiable

Each loan shall include a written explanation of the appropriate analysis that was undertaken, and the reason the terms and conditions of the loan were approved.

## 8.1 (E) Financial Analysis

Historical and projected financial statements will be subject to financial analysis to determine the gap, and structure the terms and conditions of the MLP loan, as discussed above, but also to determine that the project is feasible. In addition, use prudent underwriting guidelines, demonstrating that the proposed loan is of sound value, and note how past earnings and future prospects indicate an ability to meet debt obligations out of profit.

Information that will be required to be submitted by the applicant will depend on the project, ownership structure and whether it is an ongoing or start-up business. In general, the information required is outlined in the MLP checklist in the exhibits.

The financial analysis will differ depending on whether the business is a start-up or existing business. The analysis will include for existing businesses a spread of the current and financial statements to determine trends. The pro forma statements will then be compared to these past statements. Financial ratios will be analyzed. The statements and ratios will be compared to industry averages. For start-up business the projections will be analyzed and ratios developed, and both compared to industry averages.

Ratios that will be analyzed include:

- Current Ratio: Current assets/current liabilities. This ratio is a rough indication of a firm's ability to service its current obligations. A ratio of 2:1 is considered secure.
- Quick Ratio: Cash & equivalents plus accountants & notes receivable/current liabilities. The ratio is a refinement of the current ratio. A ratio of 1:1 usually indicates ample liquidity.
- Cash Flow Coverage: Net profit & depreciation & depletion-amortization expenses/current portion of long term debt. This ratio is a measure of the ability to service long term debt.
- Another coverage ratio is: Earnings before interest and taxes/annual interest expenses. This ratio is a measure of a firm's ability to meet interest payments. A Cash Flow Coverage of 1.25 debt service shall be used as a guideline.
- Debt to Worth: Total liabilities/tangible net worth. This ratio is the relationship between debt and a businesses net worth. A lower ratio is an indication of greater long-term financial safety and greater flexibility to borrow. In general, a Debt to Worth ratio of higher than 5:1 should not be exceeded as an underwriting policy. There are exceptions when the industry average is high due to its capital intensive nature or when projections show the ratio lowering quickly.
- Collateral Coverage: The value of collateral as compared to the amount of the loan. Typical underwriting guidelines suggest that 125% of loan balance be used. However, this is highly dependent on the quality and security of the



collateral. In addition, collateral requirements are a cause of “financial gaps”. The MLP shall use 125% as a guideline, which shall only be lowered with specific and detailed analysis and explanation.

- **Break-Even Analysis:** The analysis of the project’s ability to support the projected labor costs and additional debt service at its break-even point (BEP) will be analyzed to determine what proportion of the jobs can be supported at that BEP. This will serve as a worst case look at the business’ prospects for success, ability to service new debt, etc.

The financial and ratio analyses must be supported by the business plan. The business plan must provide a clear understanding of the project, competition, market strategy, sales estimates, management capacity and other factors.

Lastly, to ensure project feasibility, an evaluation will be conducted of the experience and capacity of the business principals to manage the business and achieve the projections.

**Procedures:**

1. Perform financial underwriting analysis.
  - a. Spread historical financial statement sand projections. Identify any significant differences and compare to industry averages.
  - b. Review assumptions to projections. Determine if projections are reasonable and supported by market studies, business plan, and historical trends.
  - c. Review financial ratios for project and compare to industry averages. If significantly different, determine the reasons and impact on feasibility.
  - d. Review cash flow for project. Determine if there is adequate working capital.
  - e. Determine break-even point for project, and how much the projections are above the break-even point. Determine if the public benefit will be realized at the break-even point.
2. Review the business plan, market information, historical financial statements, projections, ratio analysis, break even analysis, spreadsheet analysis, and management capacity to determine the project feasibility.
3. Sources of information:
  - a. Historical Financial Statement;
  - b. Financial Projections;
  - c. Business Plan;
  - d. Market and Industry information; and
  - e. Industry Averages.

## 8.1 (F) Return on Equity Investment

The return on equity investment is the amount of cash that the investor/business owner is projected to receive in relation to their initial equity. For a sole proprietor, this equates to salary plus net income. To the extent practicable, the MLP should not provide more than a reasonable return on investment to the business owner. This will help ensure that the MLP will maximize the use of MLP funds and not unduly enrich the business owner. However, care shall be taken to ensure that the rate of return will not be too low, so that the business owner’s motivation remains high to pursue the business with vigor.

If the project’s financial returns are projected to be too low to motivate the business and/or investor to proceed with the project then risks of the project outweigh the returns. An inadequate rate of return, adjusted for industry and location risks, is a third method to determine the gap appropriate to be funded with MLP funds. To analyze this gap, the projected return on investment must be compared to the return on investment on similar projects. If it is shown that a gap does exist, then the MLP financing rate and terms must be set at a rate that provides a return equal to the “market rate”. Real estate appraisers and lenders are important sources of information on “market rate” returns.

Procedures:

1. Review projections.
  - a. Review revenues, expenses (including officer's salary/owners' draw), debt service and net operating income, and compare to historical financial information and to industry averages. Determine if these items are reasonable.
  - b. Review indicators of owners' return on equity, including officers' salary, owners' draw, and net operating income. Given the project's risk and local conditions, determine if the return on equity is reasonable compared to industry averages.
2. Review the business and personal obligations. Determine what return on equity is necessary to meet personal and business obligations.
3. If return on equity is above industry averages, adjusted for risk and local conditions, take steps to reduce the return to within a reasonable rate by restricting owners' draw/officers' salary, or adjusting the MLP loan terms.
4. If return is below average, adjust MLP subsidy to bring the rate of return closer to the industry average.
5. Sources of information:
  - a. Financial projections;
  - b. Historical financial statements;
  - c. Personal financial statements; and
  - d. Industry averages.

8.1 (G) Disbursement of MLP Funds on a Pro Rata Basis:

To the extent practicable, MLP funds should be disbursed on a pro rata basis with other funding sources to avoid placing MLP funds at a greater risk than other funding sources. When it is determined that it is not practicable to disburse MLP funds on a pro rata basis, other steps shall be taken to safeguard MLP funds in the event of a default.

Procedures:

1. Review Sources and Uses of Funds. Determine when MLP funds will be expended as compared to other funds.
2. Determine other funding sources' policies towards expenditure of funds. These policies may require the use of MLP funds first. If so, may need to negotiate with other funding sources.
3. If MLP funds are to be expended first, consider actions to safeguard MLP funds (e.g. performance or completion bonds).
4. Sources of information:
  - a. Sources and Uses of Funds
  - b. Construction Contracts; and
  - c. Lender Requirements/Policies.

8.1 (H) Standards for Evaluating Public Benefit:

Each project will be reviewed to determine if a minimum level of public benefit will be obtained from the expenditure of MLP funds. The minimum standards are:

- ~~The business owner must be a member of a low-moderate target income income group. qualify as a TIG individual; or~~
- ~~The project must lead to the creation or retention of at least one full-time equivalent job per \$35,000 of MLP funds used; or~~
- ~~The project must provide goods or services to residents of an area, such that the number of TIG persons residing the areas served by the project amounts to at least one TIG person per \$350 of MLP funds used.~~

Procedures:

1. Review historical financial statements.
  - a. Review historical labor costs as a percentage of revenues. Compare the percentage to projected labor costs. Determine if the two figures are consistent. If not, obtain an explanation.

- b. Determine if the number of projected jobs is consistent with the projected increase in labor costs. Compare the labor costs percentage to industry averages.
  2. Review the projections.
    - a. Determine if the assumptions used to project revenues and labor costs are reasonable. Determine if market/industry information and historical financial statements support revenues and labor costs.
  3. Determine if project meets minimum public benefit requirements (business owner is TIG individual, ~~one full-time equivalent job for every \$35,000 in MLP funds, or one TIG resident per \$350 in MLP funds residing in the area served by the project).~~

#### IX. MICROENTERPRISE LOAN PROGRAM (MLP) TASK MATRIX

TASK	COUNTY STAFF	COUNTY
Establish and Maintain Program Loan Files		X
Legal Review of Loan Documents		X
Approve MLP Guidelines		X
Prepare Fiscal/Performance Reports		X
Review Fiscal/Performance Reports		X
Monitor County Staff		X
Conduct Environmental Reviews		X
Participate in LAB Review		X
Loan Servicing and Accounting		X
Provide Monthly Receipts of Loan Payments		X
Provide Quarterly Statements on Loans		X
Implement Collections and Foreclosures		X
Approve Reuse Plan		X
Meet with Participating Lenders		X
Publicize and Market the MLP		X
Screen and Assist Loan Applicants		X
Refer Ineligible Applicants to Others		X
Request Preliminary Loan Information		X
Get Credit Report, Other Documentation		X
Prepare Loan Package and Recommendation with Appropriate Determination		X
Present Loan to LAB		X
Close Loan with Other Lenders		X
Monitor Loan and General Compliance		X
Prepare and Sign all HCD Reports		X
Prepare Cash Requests and HCD Reports		X
Clear Special Conditions		X
Site Visits to Borrowers		X
Track Jobs/Benefit (EEO)		X
Monitor Labor Standards		X
Income Screening/TIG Benefit		X
Conduct Appeal Process		X
Planning, Building & Public Works Reviews		X
Attend HCD Workshops		X
Refer for Business Counseling - SBDC		X
Provide Overall Review and Liaison Between MLP Components, County Staff, County and CDBG Program		X

## X. CDBG MONITORING

### 10.1 Environmental Review

Once a loan is determined to be viable under the CDBG criteria, staff will work to initiate the Environmental Review process for the project specific activity. Environmental review procedures are included.

CDBG monitoring requirements will vary depending on the use of funds and the applicable federal overlays.

### 10.2 Public Benefit Requirements

#### **Job Creation/TIG Benefit**

See **Section 8.1 (H)** for project evaluation criteria. The El Dorado County Department of Housing, Community and Economic Development will be responsible for the Income Certification processes.

### 10.3 Labor Standards Requirements

CDBG loans may trigger compliance with Federal Labor standards and provisions. The following CDBG-assisted projects may be subject to the payment of Federal prevailing wage rates:

- New construction or rehabilitation
- On-site improvements in support of new construction
- Installation of equipment

When a project is determined to be subject to Federal labor standards, the County will be responsible for assigning in-house or contract staff to monitor compliance with this requirement.

### 10.4 Other Monitoring Requirements

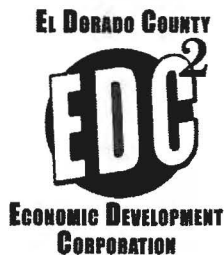
Other requirements that apply to CDBG funding and may need to be monitored for compliance include:

- **Acquisition, Anti-Displacement, and Relocation.** If the County uses CDBG funds to acquire property, then it must comply with CDBG acquisition procedures. The County must minimize the displacement of persons (families, individuals, businesses, non-profit organizations, and farms) that may result from CDBG-funded activities. (24 CFR 570.606). If the displacement occurs, then the grantee must insure that the affected parties are provided with adequate relation assistance (24 CFR 570.606).
- **Equal Opportunity/Section 3.** The County must insure that no one is being excluded from participating in, or benefiting from, the CDBG program on the basis of race, color, religion, national origin, or sex (24 CFR 570.602). The County must have a system in place for tracking the “protected class” status of loan applicants, loan recipients, job applicants, and job recipients (24 CFR 570.607).
- **Procurement.** The County will utilize procedures in procuring services, supplies, equipment and construction contracts that maximize free and open competition and the efficient, economical use of the CDBG funds (24 CFR 85.36).
- **Contractor Eligibility and Certification.** The County will ensure that contractors are not on the federal list of ineligible contractors and that they are licensed and in good standing (24 CFR 570.609).

### **SECTION 3. MICROENTERPRISE ASSISTANCE ACTIVITY**

#### **4.4 Other Local Organizational Support Attachments**

#### **4.5 Leverage Attachments**



*A non-profit partnership of public and private  
members organized to create jobs and foster a  
strong economic climate in the  
County of El Dorado*

July 15, 2009

Shawna Purvines  
Senior Planner  
County of El Dorado  
937 Spring Street  
Placerville, CA. 95667

Dear Mrs. Purvines,

The El Dorado County Economic Development Corporation strongly supports the application of the County of El Dorado for funding under the State Department of Housing and Community Development, California Community Economic Enterprise Funds program. The proposed Micro-enterprise Technical Assistance and Business Loan Fund program will assist low-income individuals and local businesses in their needs and be a valuable tool for improving the economic base of El Dorado County.

The El Dorado County Economic Development Corporation will assist the County in the recruitment and prescreening for eligible applicants. We will assist in marketing this program and providing coordination of trainings and other support services necessary to ensure participation in this program.

We estimate the commitment provided to this program by our publication, help with programs, seminars, counseling service, marketing and use of our facility for meetings will equate to at least \$ 15,000 in-kind contribution over the two year duration of the grant.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Brent Bumb".

Laurel Brent-Bumb  
Chief Executive Officer

**Economic Development  
Corporation  
of El Dorado County**

542 Main Street  
Placerville, CA 95667  
(530) 621-5885





Shawna Purvines  
Senior Planner  
County of El Dorado  
937 Spring St.  
Placerville, CA 95667

Dear Mrs. Purvines,

Umpqua Bank strongly supports the application of the County of El Dorado for funding under the State Department of Housing and Community Development, California Community Economic Enterprise Funds program. The proposed Microenterprise Technical Assistance and Business Loan Fund program will assist low income individuals and local businesses in their needs and be a valuable tool for improving the economic base of El Dorado County.

Patti Pitts and Umpqua Bank will assist the County in recruitment and prescreening for eligible applicants. We will assist in marketing this program and providing coordination of trainings and other support services necessary to ensure participation in this program.

We estimate the commitment provided to this program by our publication, help with programs, seminars, counseling service, marketing and use of our facility for meetings will equate to at least \$5,000 in-kind contribution over the two year duration of the grant.

Sincerely,

A handwritten signature in black ink, appearing to read "Patti A. Pitts".

Patti A. Pitts  
Manager  
3970 J Missouri Flat Rd  
Placerville, CA 95667  
530-295-3085



*Still Finding Gold In El Dorado County*

July 15, 2009

Shawna Purvines  
Senior Planner  
County of El Dorado  
937 Spring Street  
Placerville, CA. 95667

Dear Mrs. Purvines,

The El Dorado County Chamber of Commerce strongly supports the application of the County of El Dorado for funding under the State Department of Housing and Community Development, California Community Economic Enterprise Funds program. The proposed Micro-enterprise Technical Assistance and Business Loan Fund program will assist low-income individuals and local businesses in their needs and be a valuable tool for improving the economic base of El Dorado County.

The El Dorado County Chamber will assist the County in the recruitment and prescreening for eligible applicants. We will assist in marketing this program and providing coordination of trainings and other support services necessary to ensure participation in this program.

We estimate the commitment provided to this program by our publication, help with programs, seminars, counseling service, marketing and use of our facility for meetings will equate to at least \$ 15,000 in-kind contribution over the two year duration of the grant.

Sincerely,

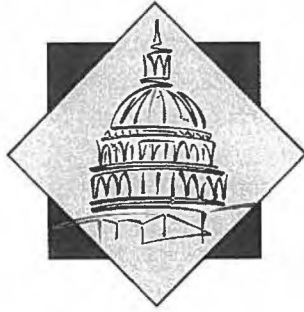
Laurel Brent-Bumb  
Chief Executive Officer

**EL DORADO COUNTY CHAMBER OF COMMERCE**

542 Main Street, Placerville, California 95667

(530) 621-5885 (800) 457-6279 Fax (530) 642-1624 1210 C 208 of 254

CAPITAL FUNDING



GREATER SACRAMENTO  
CERTIFIED DEVELOPMENT  
CORPORATION

July 13, 2009

Shawna Purvines  
Senior Planner  
County of El Dorado  
937 Spring Street  
Placerville, CA. 95667

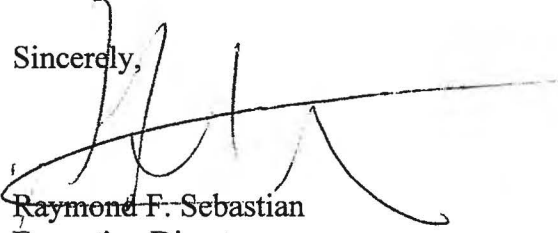
Dear Mrs. Purvines,

Greater Sacramento Certified Development Corporation strongly supports the application of the County of El Dorado for funding under the State Department of Housing and Community Development, California Community Economic Enterprise Funds program. The proposed Microenterprise Technical Assistance and Business Loan Fund program will assist low income individuals and local businesses in their needs and be a valuable tool for improving the economic base of El Dorado County.

Greater Sacramento Certified Development Corporation will assist the County in the recruitment and prescreening for eligible applicants. We will assist in marketing this program and providing coordination of trainings and other support services necessary to ensure participation in this program.

We estimate the commitment provided to this program by our publication, help with programs, seminars, counseling service, marketing and use of our facility for meetings will equate to at least \$6,000 in-kind contribution over the two year duration of the grant.

Sincerely,

  
Raymond F. Sebastian  
Executive Director



## El Dorado Hills Chamber of Commerce

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August 5, 2009

Shawna Purvines  
Senior Planner  
County of El Dorado  
937 Spring Street  
Placerville, CA. 95667

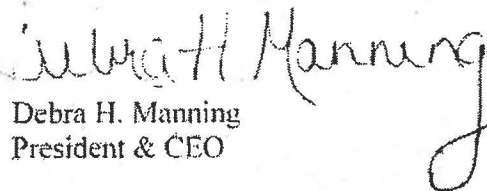
Dear Mrs. Purvines,

The El Dorado Hills Chamber of Commerce strongly supports the application of the County of El Dorado for funding under the State Department of Housing and Community Development, California Community Economic Enterprise Funds program. The proposed Microenterprise Technical Assistance and Business Loan Fund program will assist low income individuals and local businesses in their needs and be a valuable tool for improving the economic base of El Dorado County.

The Chamber will assist the County in the recruitment and prescreening for eligible applicants. We will assist in marketing this program and providing coordination of trainings and other support services necessary to ensure participation in this program.

We estimate the commitment provided to this program by our publication, help with programs, seminars, counseling service, marketing and use of our facility for meetings will equate to at least \$3300.00 in-kind contribution over the two year duration of the grant.

Sincerely,

  
Debra H. Manning  
President & CEO

### **SECTION 3. MICROENTERPRISE ASSISTANCE ACTIVITY**

#### **4.6 Adverse Economic Event(s)**

## **SECTION 3. MICROENTERPRISE ASSISTANCE ACTIVITY**

### **4.6 Adverse Economic Event**

El Dorado County has been adversely affected by the overall economic decline. Over 300 jobs have been lost in less than 12 months due to layoffs by some of the County's major employers; The total closure of the Camino Lumber Mill owned by Sierra Pacific Industries; layoffs and cutbacks by the county's water utility; and, layoffs and furloughs effecting County government. In January 2007 El Dorado County reported an annual average unemployment rate of 3.8%. The current annual average unemployment rate has grown to 11.1%, an increase of nearly 300%.

#### **Camino Lumber Mill - March 2009**

**Jobs Lost - 164**

On March 31, 2009, Sierra Pacific Industries representatives announced to the El Dorado County Board of Supervisors the pending closure of their Camino lumber mill, and the closures of two other mills in Sonora and Quincy. One hundred and sixty-four employees will be directly affected by the Camino closure and an additional 369 jobs through a calculated multiplier affect, for a total of 533 jobs lost in El Dorado County.

Camino is an unincorporated town in El Dorado County and has a population of 4,961. According to the USGS, it lies at an elevation of 3133 feet (955 m).[1] Nearby cities and towns include Pollock Pines, Placerville, Diamond Springs, El Dorado, Grizzly Flats, Somerset, Coloma, Garden Valley, Cameron Park, Shingle Springs, and Lotus. The elevation of Camino ranges between 3,000 and 3,500 feet, and gets snow several times per year. Camino is a popular area in the fall for apples and is often incorrectly referred to as Apple Hill, which is the trademarked name of the Apple Hill Growers Association, a 55 member collection of ranches in Camino/Placerville/Pollock Pines. Camino is located about half way between Sacramento and South Lake Tahoe on U.S. Route 50.

#### **El Dorado Irrigation District – December 2008**

**Jobs Lost - 46**

El Dorado Irrigation District (EID) announced the layoff of 31 employees in December, 2008 in addition to eliminating 8 management positions early September, downgrading 7 others and eliminating 8 vacant positions. The total of these positions represent a cut of 15% in the district's workforce that totaled more than 300 positions in 2008. EID is a water utility serving nearly 100,000 residents in the county.

#### **County of El Dorado – November 2008 February 2009**

**Jobs Lost - 90  
Jobs Lost- 10**

The El Dorado County Board of Supervisors voted in November 2008 to eliminate 5% of employee positions to head off a projected \$20 million deficit in the next fiscal year. The Board agreed to cut 90 positions affecting 26 departments from law enforcement to library services. In February, an additional 10 positions were cut from the Health Services Department.





# Sierra Pacific Industries

Human Resources • P.O. Box 496011 • Redding, CA 96049-6011 • (530) 378-8200

March 23, 2009

California WARN Act Coordinator  
Workforce Services Division  
Employment Development Department  
PO Box 826880, MIC 50  
Sacramento, CA 94280-0001

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

Sierra Pacific Industries ("SPI") will be permanently closing its Camino Division in Camino, California. This letter will serve as official notice under both the Federal and California state Worker Adjustment and Retraining Notification (WARN) Acts that a mass layoff will occur at SPI, Camino Division, 2960 Carson Road, Camino CA 95709. A list of the affected job titles and the number of affected employees in each job classification is attached.

We expect that affected employees will be out of work beginning on May 29, 2009. The specific date of layoff for each employee will depend on the flow of lumber as it moves through the production process. Our best estimate at this time is that the closure will be within a 14-day window beginning on the following dates:

Log Yard (Excluding Sawmill Loader Operators)	May 29, 2009
Shop	May 29, 2009
Trucking Department	May 29, 2009
Sawmill, including the Sawmill maintenance workers	June 12, 2009
All others not otherwise listed	June 12, 2009
Dry Kiln and Boiler	June 19, 2009
Planing Mill, including the Planing Mill maintenance workers	July 3, 2009
Shipping Department and the remaining maintenance workers	July 10, 2009

This is the best information currently available. If these dates change we will notify you of the change as soon as we can. However, the soonest layoffs will occur is May 29, 2009. Under the current labor agreement, employees do not have bumping or transfer rights to other SPI locations.

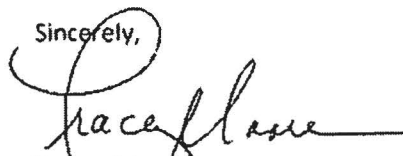
The Carpenter's Industrial Council represents affected employees. The chief elected officers for this union are:

Mike Pieti  
Carpenter's Industrial Council  
12788 SE Stark St  
Portland, OR 97233

Jim Laughton  
Carpenter's Industrial Council  
PO Box 185  
Sutter Creek, CA 95685

Should you have any questions concerning this matter, please contact me at (530) 378-8288.

Sincerely,

  
Tracey Moore  
Human Resources Manager

COPIES SENT TO BOARD MEMBERS  
FOR THEIR INFORMATION

DATE

3/24/09

Dists. 1-5

2009 MAR 24 PM 12:12

COPIES  
EL DORADO COUNTY

Sierra Pacific Industries  
Camino Division  
Eliminated Jobs and Number of Affected Employees

Job Title	Count
Bander	2
Chain Puller	2
Chipper/Hog Operator	3
Cleanup	4
Clerk-Accts Payable	1
Clerk-Log Acctg	1
Construction	1
Debarker #1	2
Dispatcher	1
Dropout #2	2
Electrician	4
Equipment Operator	7
Feeder	2
Filer	3
Filer-Head	1
Fireperson	4
Forklift #1	7
Forklift #2	2
Gang Operator	2
Grader-Certified #1	3
Grader-Certified #2	1
Grader-Certified #3	1
Grader-Noncertified	3
Grader-Student	2
Kiln Operator	6
Kiln Operator-Lead	1
Laborer	9
Log Diverter Op	2
Log Scaler #1	1
Machinist #1	1
Mechanic #1	4
Mechanic-Lead	1
Millwright #3	16
Oiler	3
Optimizer Operator	2
Paper Wrap	4
Personnel Coordinatr	1
Planer Operator	3
Quality Control	1
Relief #1	7
Resaw Operator	2
Resaw-Quad	2
Safety Coordntr-Div	1
Sorter Operator	2

Sierra Pacific Industries  
Camino Division  
Eliminated Jobs and Number of Affected Employees

Stacker Operator	3
Supervisor-Salary	8
Truck Drvr-Chip	3
Truck Drvr-Log	13
Truck Drvr-Lumber	1
Truck Drvr-Yard/Watr	1
Unscrambler	2
Utility	2
Weighmaster	1
	164



County of El Dorado

Legislative File Number 09-0428 (version 3)

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Supervisor Nutting updating the Board on the Camino Division of Sierra Pacific Industries.  
(Refer 3/31/09, Item 19)

On March 31, 2009, Sierra Pacific Industries representatives announced to the Board of Supervisors the pending closure of their Camino lumber mill, and the closures of two other mills in Sonora and Quincy. One hundred and sixty-four employees will be directly affected by the Camino closure and an additional 369 jobs through a calculated multiplier affect, for a total of 533 jobs lost in El Dorado County.

Several reasons are specifically cited as causes for the decision to close the mill:

- Lumber prices have fallen dramatically, and are at levels not seen since 1991 (see chart).
- Litigation of national forest timber sale projects in California has put nearly 400 million board feet of timber on hold - enough to run five average size sawmills for a year.
- The U.S. Forest Service's timber sale program achieved only 54% of its Fiscal Year 2008 target for sawtimber, fuelwood, and biomass. Sawlog sales totaled about 115 million board feet. The fall-off in awarded volume was primarily due to direct litigation, or sales withheld by the agency because of litigation.
- Costly and cumbersome permitting requirements (Timber Harvest Plans) in California have reduced the amount of private timber for sale. The average cost of a THP to landowners is \$40,000. The state spends an additional \$60,000 reviewing those plans.
- Imports of lumber into California still continue to take market share. The state imports about 75%-80% of the lumber used here. These imports are from other states and Canada.
- These factors have led to an overall reduction of milling capacity in California. Since 1990, nearly 70 percent of the state's sawmills have gone out of business (see chart). Timber harvest on California's public forestlands is down 90 percent, and down 60 percent on private forestlands.

Also of concern are issues of future timber management in the national forest and consistency with the Multiple-Use Sustained Yields Act of 1960; managing for merchantable timber provides for economic sustainability of our forests; a decrease in forest fuels management contradicts the intent of the Healthy Forests Act; California and the federal government should be concerned about the disruption of timber harvesting that will negatively impact the production of alternative energies through bio-fuels and the closure of existing plants that provide infrastructure for sustainable, alternative energy products and generation; and, finally, the negative impacts that occur to both air and water

quality when wildfires rage through untreated forests.

The Board of Supervisors of the County of El Dorado calls on the Obama Administration and the Congress of the United States to direct the U.S. Forest Service to manage the national forests of California in a manner that will enhance forest health, improve carbon sequestration, and produce sufficient raw materials for sawmills and biomass electric generation plants.

The Board also would urge the California State Legislature and Governor Schwarzenegger to approve legislation that will improve the permitting process for private timber harvests by increasing the length of Timber Harvesting Plans, encourage the state to give a purchase preference for California-grown wood products, and provide a mechanism for the state to approve comprehensive forest conservation plans.

Recommendation: Adopt Resolution of Support for Legislative Assistance for Sierra Pacific Industries Lumber Mill



**For Immediate Release  
December 9, 2008**

## **Discussions with employee association fail to avert layoffs 31 employees to lose their jobs**

**Placerville, CA...** El Dorado Irrigation District (District) today announced the layoff of 31 employees after first eliminating 8 management positions and downgrading 7 others in early September. Today's layoffs are part of the District's efforts to erase a pending \$5-million budget deficit in fiscal year 2009, which begins on January 1 for the District, less than a month from now.

The layoffs came after talks with the District's employee association failed to reach agreement on methods to avoid job cuts.

"This is the least desirable solution to our deficit situation," said Tom Gallier, the District's general manager. "Putting people out of work in the current economic climate is the choice of last resort. We don't want to lose valuable knowledge and skills. Nor do we want to add to unemployment lines and the ripple effects that job losses have on local businesses. However, once the employee association turned down our offer to avoid as many layoffs as possible, we had no choice but to eliminate positions."

Gallier added that "any time you're forced to lay off employees, it's a tough decision. Our number one priority was to ensure that we are able to continue the reliable delivery of safe water to our customers. As deep as these cuts are, we will meet that commitment."

The early-September management downsizing will save \$1.1 million in 2009 and \$1.4 million annually beginning in 2010. But that was before the meltdown of the financial markets on Wall Street began in mid-September, and credit seized up. As a result, the District will pay more interest than anticipated on existing debt and on money it needs to borrow next year to cover the costs of ongoing and new capital improvement projects. The District's financial department calculated that \$5 million on top of the savings realized through the reduction in management ranks had to be cut from the 2009 budget to balance the budget and meet the obligations contained in the District's debt covenants.

"Our revised 2009 budget was already approximately 10 percent less than we originally planned," said Mark Price, head of the District's financial department. "Since the Wall Street fiasco, we have cut an additional 2 percent, or approximately \$300,000, from materials and services line items. We then factored in savings of \$600,000 from the elimination of 8 vacant positions and about \$1.4 million in savings from the elimination of positions held by up to a dozen employees who have indicated they will retire this year or in the middle of 2009. All of that amounted to \$2.3 million in budget savings, leaving some \$2.7 million—equal to 30 to 32 jobs—still to cut."

To meet the remaining \$2.7 million target and decrease the need for layoffs, Gallier proposed 11 days of unpaid furloughs for all employees, or a little more than a 4-percent average reduction in pay, saving \$1 million. He also recommended foregoing the 4-percent 2009 cost-of-living allowance (COLA) for all employees and eliminating 5-percent merit increases in 2009 for eligible employees, thus creating \$1.5 million more in savings.

**MORE >**



"The employee association turned the offer down," Gallier said. "Their last counter offer accepted furloughs, eliminated 2009 COLAs, and initiated other budget cuts, which they said would save the District about \$2.4 million in 2009. But the proposal also extended the current union contract and COLAs for three years and committed the District to 'payback' provisions for the 2009 COLA on top of other personnel-related costs. Those provisions would erase 2009 savings and hamstring future budgets. In these uncertain economic times, that makes no sense."

The 31 layoffs announced today—effective December 31—along with elimination of the 8 management positions in September and the 8 vacant positions noted above represent a cut of 15 percent in the District's workforce that totaled more than 300 positions earlier this year.

\* \* \* \* \*

For more information, contact Deanne Kloepper at 530-622-4513.

**THE SACRAMENTO BEE** [sacbee.com](http://sacbee.com)

This story is taken from Sacbee / Our Towns / Folsom/El Dorado News

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# El Dorado supervisors cut 90 positions to plug \$20 million budget hole

**clocke@sacbee.com**

**Published Thursday, Nov. 20, 2008**

The El Dorado County Board of Supervisors was advised six months ago to make budget cuts in the face of the state's financial woes and of uncertain tax revenues.

Had officials acted then, said board Chairman Rusty Dupray, the current impact might have been less severe.

Instead, on Tuesday, the board bit the bullet and voted to eliminate 5 percent of employee positions to head off a projected \$20 million deficit in the next fiscal year.

The board agreed to cut 90 positions, 49 of which are filled. The county work force currently totals 1,972 employees.

The cuts affect 26 departments, from law enforcement to library services, and more layoffs are likely. Gayle Erbe-Hamlin, county chief administrative officer, said the bulk of reductions in Health Services – mental health and public health – will be considered Dec. 16.

The cuts, which take effect Jan. 3, will save about \$3.1 million this fiscal year and result in annualized savings of \$6.5 million, reducing the projected 2009-10 general fund deficit to \$10.6 million, Erbe-Hamlin said.

"We are in trouble, and I don't think it's going to get better," said Dupray.

The board had sought to avoid cutting deputy sheriff positions. But Sheriff Jeff Neves said he opted to eliminate seven unfilled positions rather than make deeper cuts in support staff, such as dispatchers and records clerks.

Neves said not filling the seven positions would mean reassigning deputies to patrol duties, including those serving as school resource officers and handling specialized duties like vehicle abatement. "These are sustained reductions that we can deal with, but it is a reduction in service levels," Neves said.

Cuts in the Human Services Department include welfare fraud investigators. The board received petitions

with nearly 200 signatures protesting those cuts, especially in a tight economy when welfare applications are on the rise.

Those investigations will be handled by the District Attorney's Office, for a savings of about \$250,000, said District Attorney Vern Pierson.

Some cuts may be more visible to the public.

Jeanne Amos, county library director, said in an interview that her staff will lose 2.4 positions that became vacant last month. Also of concern is the potential loss of employees who assist with everything from children's programs to reference requests.

Amos said the goal is to limit the impact on services, but library hours may be reduced. "The sands keep shifting," she said of the county's increasingly bleak budget forecasts.

County government isn't the only public agency in the county struggling to make ends meet. The El Dorado Irrigation District, which serves about 100,000 customers on the west slope, has announced that it might cut up to 40 positions if employee unions do not agree to furloughs and elimination of cost-of-living and merit increases.

The county and the irrigation district have been hard hit by the downturn in housing construction.

In Placerville, the county seat, officials are keeping an eye on the trickle-down effect.

Sales tax revenues, which account for about 45 percent of the city's general fund budget, were down about 19.4 percent for the quarter ending in August compared with the same quarter last year, said Dave Warren, finance director. The decline was due in part to the loss of a major auto dealership last November.

In addition, he said, the city's utility billing department has received more notices of customers filing for bankruptcy this year than in any of the past five years.

It is hard to say what impact county layoffs will have on the city's economy, Warren said, "but with any layoff, that is one less consumer who has discretionary dollars to buy things in the city."

Laurel Brent-Bumb, El Dorado County Chamber of Commerce executive director, called the county government layoffs heartbreaking for employees and their families. The one bright spot, she said, is that the layoffs don't take effect until January, so people will have paychecks through the holidays.

As far as the impact on merchants, Brent-Bumb said she expects retail sales will be "a little flat" this holiday season.

"I think everybody is spending less," she said.

But Brent-Bumb said she sees a bit of a disconnect between the general state of the economy and local business.

Business owners complain that the economy is horrible, Brent-Bumb said. But when she asks how their business is doing, she said most reply, "Oh, I'm OK."

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*Call The Bee's Cathy Locke, (916) 608-7451.*



**Mountain Democrat (Placerville, CA)**

February 12, 2009

**No Headline***Eric Laughlin**City editor*

Ten workers, or 10 percent of the county's mental health services division, will get pink slips following a vote by the El Dorado County Board of Supervisors Tuesday, in an effort to manage the financially suffering division.

The 10 employees will likely be notified before the board's next meeting on Feb. 23, when Health Services Department manager Neda West will present the eliminated positions to the board.

The mental health division is part of Health Services, which also includes the public health division. That division, according to mid-year revenue data, is generating \$2.3 million in revenue, while mental health is losing \$1.1 million. Part of the measure passed Tuesday sets aside some of the public health and social services revenues for mental health to help compensate for the loss. There are currently 24 vacant positions in Health Services that will also not be filled.

But the bad news doesn't stop with the **layoffs**. With the State Controller's Office deferring reimbursement payment to the county for a long list of state-mandated public and mental health programs, some of those programs could get the ax if the state doesn't act soon.

Although the board did not go with a recommendation to eliminate contracts with non-profit private providers, it did put them on notice that the agreements will likely end in 30 days if the state doesn't start issuing payment. All of the contracts are written with a clause stating they can be eliminated with only seven days' notice.

There would be some programs in which exceptions would have to be made, such as court-ordered ones and ones related to Child Protective Services, but many, including drug and alcohol treatment programs, could potentially be stopped.

Supervisor Jack Sweeney and his colleagues expressed sympathy to a handful of care providers who came to the meeting, but he blamed the state for the problem.

"We have the compassion, we have the tears and we have the open hearts," Sweeney said.  
"What we don't have is the state funds.

"As a county we have already begun being sucked down the state's whirlpool, and we've got to do something to avoid getting taken further down," Sweeney said.

Supervisor John Knight agreed: "We're at the end of the rope. And we've tied knots in it and there's no place to go."

If the county did continue providing such services, it's estimated that it will cost \$7 million through the fiscal year. The Department of Transportation would also be affected by the deferrals, with the county set to lose \$4 million if no payment is received. The county already faces an \$11 million General Fund deficit.

John Johnson, who serves as executive director of a foster home that could be impacted, asked the board to keep the contracts and let his internal management work on a plan to keep providing services.

The supervisors did vote to keep the contracts, but put the providers on notice that it could be a matter of only weeks before they get that seven-day notice.

El Dorado County has joined Sacramento and San Diego counties in the filing of a lawsuit against the state, in which they accuse the state of improperly withholding the funds.

County Chief Administrative Officer Gayle Erbe-Hamlin made several suggestions on how to potentially deal with the economic crisis. They included a merger of the county Transportation and General Services departments, and possible cuts to programs that include elder services, school counseling, aid to fire and even library services.

The supervisors did not seem to embrace such suggestions. The issues will likely come up again in the board's next meeting Feb. 23.

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## **SECTION 4: LOCAL ECONOMIC DEVELOPMENT PLAN**

This Section Contains:

- 1.1 Local Economic Development Plan (attach copy)
- 1.2. Supplemental Economic Development Plan Information



# **El Dorado County Economic Development Strategy**

**October 2, 2007**

## **Creating the environment for economic opportunity and job creation.**

### **What is Economic Development?**

Economic Development is about creating an environment in which business can sustain and grow, resulting in a healthy business sector, with job creation, an expansion of economic activity, increased sales and tax revenue, lower crime rates, a healthy sense of community worth and better quality of life.

### **Who is involved in Economic Development?**

Economic Development is a collaborative effort. Involvement by the following contributes to a strong economic development program:

Local Governments	State Government & Agencies
Federal Government & Agencies	Special Authorities
Public/Private Partnerships	Chambers of Commerce
Business & Industry Trade Groups	Universities and Research Institutions
Community Colleges	Neighborhood Groups
Utilities	Foundations
Banks, Thrift Institutions	Telecom & Cable Providers
Workforce Development Org.s	Early Care & Education groups

### **Defining El Dorado County's role and responsibility in Economic Development**

El Dorado County is committed to providing leadership, information, referral services, and data to support economic development. The County has a distinct role in helping achieve the critical convergence -- reviewing and eliminating barriers that inhibit the creation of an effective, efficient, transparent, and time-sensitive regulatory engine that enables rather than inhibits good quality and sustainable economic growth.

We as a community are fortunate to have an abundance of resource organizations, picturesque natural environment, and a desirous proximity to several major urban job centers, educational and medical institutions. Despite these benefits, we are not optimally working together towards achieving the above desired result. El Dorado Is committed to working with stakeholders to align the multiple governmental agencies, business organizations, community service groups, educational institutions, and non-governmental organizations and their respective programs and services.

Below is the El Dorado County, Economic Development Division's strategy.

**Economic Development Strategy**  
**10/30/2007**

EDC Economic Development Goals, Objectives, Measures

- **REGULATORY REFORM**
- **BUSINESS RETENTION and EXPANSION**
- **ENTREPRENEURSHIP/ATTRACTION**

**REGULATORY REFORM – Identify and provide solutions to barriers to economic growth and job creation in El Dorado County.**

The regulatory environment in El Dorado County has consistently been the primary complaint of businesses operating within or looking to establish operations within El Dorado County. The prior lack of a land use policy (General Plan), a complicated and non-transparent permit applications process, fluctuating levels of customer service, and inconsistent regulatory interpretation, have been consistent concerns.

Improving the system and reputation of our County is priority number one for creating an environment conducive to smart and sustainable economic growth and a better quality of life for residents.

Primary Objectives

- 1. Reform and improve regulatory process relating to business development**
  - a. Define the business development process so that business and county have a mutual understanding of the responsibilities and expectations we all must operate within
  - b. Work to develop consensus on permit turnaround times upon submittal of complete permit application
  - c. Review statutes to identify unreasonable obstacles to business development and work to accommodate targeted prospects
  - d. Establish an online application submittal and status report system
  - e. Collaborate with Placerville and South Lake Tahoe in aligning our small business regulatory framework
- 2. Strengthen the relationship between industry, county government, and local jurisdictions**
  - a. Schedule quarterly meetings between industry and staff (DS, DOT, EM, OED, EID, Fire, Parks, etc) to identify issues and develop solutions
  - b. Identify and deploy technology tools for speeding the business development process in the County

**Economic Development Strategy**  
**10/30/2007**

- c. Meet quarterly with jurisdictional management and/or designated economic development staff to identify areas for collaboration
- 3. Develop a regulatory and business development processes that promote entrepreneurial growth in the county**
  - a. Engage industry in dialogue/ownership, together developing solutions and programs that create a hospitable entrepreneurial regulatory environment
  - b. Establish minimum of ease permit submittal for home-based businesses
  - c. Promote and co-market the forthcoming online business license application process
  - d. Provide educational opportunities on how to do business with the county

**BUSINESS RETENTION and EXPANSION – Connect businesses to tools and resources in order to stay and grow in El Dorado County.**

Studies have shown that up to 84% of all local job growth comes from existing businesses, while only 17% comes from attracting firms to the area. It is imperative that we recognize our competition is the global marketplace, where capital is mobile, overseas markets have increasingly skilled and lower-cost labor, where nations routinely invest heavily in infrastructure and couple this with a less burdensome regulatory environment. Our strategy should be to identify and strengthen our comparative advantages while shoring up those businesses currently here and help them grow and expand in El Dorado County.

We must start by asking three basic questions: how is business; what do you like about doing business here; and what can be done to improve the business climate? From their responses, we must work collaboratively to begin connecting them to tools, resources, services and markets that will help grow their bottom-line and create jobs for our residents.

Primary Objectives

- 1. Establish a formal mechanism to track business retention and expansion inquiries**
  - a. Adopt and implement Metro Pulse
  - b. Develop marketing materials and begin promoting the EDC Metro Pulse program
  - c. Attend steering committee and regional strategy sessions
- 2. Conduct Metro Pulse business visitation campaign**
  - a. Adapt Metro Pulse survey questionnaire for local conditions
  - b. Work with strategic stakeholder and service provider networks
  - c. Conduct a minimum of #25 prior to Dec. 31, 2007
  - d. Provide follow-up solutions to business inquiries
  - e. Compile and disseminate programmatic results
- 3. Build service provider support network for business retention and expansion program**
  - a. Conduct community outreach sessions (EDC Forums & trainings)
  - b. Identify, compile, and distribute useful tools and resources in an "Open for Business Tool-kit" (Website, brochures, directory, outreach sessions, chambers, etc.)
  - c. Implement service provider Metro Pulse business representative training
  - d. Determine availability of capital for SME's
  - e. Collaborate with existing financing programs establish façade and revolving loan programs



**Economic Development Strategy**  
**10/30/2007**

- f. Develop a mechanism to allow for the expansion of existing non-conforming businesses to expand
- 4. Collect and provide economic and demographic data**
  - a. Annually compile, refresh and distribute economic and demographic report
  - b. Issue RFPs for select industry sector and geographic economic analysis
  - c. Use research and data to inform the county Economic Development Strategy, while guiding program development and deployment along with formal collaboration with strategic alliance partners
- 5. Institute "Business & Economic Development Scorecard"**
  - a. Establish Key Performance Indicators (Business & Economic Development Scorecard) for all facets of business and economic development program
  - b. Include business related retention questions in El Dorado County residential survey (annually)
  - c. Collaborate with chambers (7), business associations and others when fielding an "Economic Well-Being" survey
  - d. Develop "Business Walk" program for commercial corridors or targeted commercial centers
- 6. Rebrand and market El Dorado County/business & economic development**
  - a. Strategize with internal and external partners on campaign development
  - b. Develop branded departmental services brochure
  - c. Improve offerings on website
  - d. Link and co-brand with stakeholders and strategic alliance partners
  - e. Provide local area data to County PIO, press, chambers, etc.
- 7. Reinstitution of annual State of El Dorado County**
  - a. (Showcase BRE success, Best Practices, Business Recognition, Service Provider recognition, County economic trends, Guest Speaker)
  - b. Publicize and announce annual "Business & Economic Development Scorecard" findings
  - c. Publish and provide copies of annual El Dorado County, economic & demographic profile
  - d. Organizationally collaborate with Job One, Folsom Lake College-EDC, and chambers on event logistics and revenue sharing

**Economic Development Strategy**  
**10/30/2007**

**ENTREPRENEURSHIP/ATTRACTION – Provide the best possible environment for fostering entrepreneurial growth while attracting businesses to our community.**

Nationally, between 600,000 – 800,000 new businesses are established each year. Firms of fewer than 20 employees generate the majority of new jobs in the U.S. and we understand that entrepreneurs create new businesses and high-paying jobs at an exceptional rate. It is imperative that we capitalize on our unique attributes of inward migration and homegrown talent. These individuals and their start-up businesses offer El Dorado County a unique opportunity for creating sustainable economic growth while balancing residents' concerns of maintaining and enhancing the historic value and natural beauty of our County.

Primary Objectives

- 1. Identify, align and support local and regional business and economic development efforts**
  - a. Revise Promotions Account (RFP) to focus on measurable outcomes for fostering economic expansion in targeted industry sectors (arts & entertainment, film, agri-tourism, travel and tourism, and supporting businesses) and communities
  - b. Partner with and support organizations that offer entrepreneurship training and financing
  - c. Collaborate with and support International Trade/Export Assistance activities
  - d. Collaborate with and support organizations that offer new business formation, start-up assistance, technology incubators, venture capital/access to affordable capital, workforce development/lifelong learning
- 2. Identify and survey the entrepreneurial business community to determine needs**
  - a. Conduct annual "Health of El Dorado County" survey of residents, business, and industry
  - b. Partner with business and industry sector organizations to perform business visitations of entrepreneurs
  - c. Inventory infrastructure, organizations, services and support access to resources that drive entrepreneurial growth (Innovation, Capital, Training, Talent, Quality of Life)
- 3. Provide solutions to challenges of this business segment while balancing the fiscal needs and quality of life expectations of residents in El Dorado County**

**Economic Development Strategy**  
**10/30/2007**

- a. Identify and review issues of concern for business and industry identified through business visitations, business walks, surveys, Community Forums and other appropriate means, recommending solutions and actions
  - b. Consult with appropriate organizations and resources to formulate appropriate solutions
- 4. Work with existing incubators, business and research parks, higher education, and workforce development officials to connect entrepreneurs to existing financing tools, resources, and facilities**
  - a. Compile land availability roster
  - b. Produce quarterly industry sector analysis and biannual county-wide economic base analysis
  - c. Host/sponsor technical assistance and informational events that ultimately benefit growth of the business community
  - d. Establish façade loan program and Small Business Revolving Loan Fund (Grow El Dorado Fund)



# *The County of El Dorado*

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330 Fair Lane  
Placerville, CA 95667

## **Staff Report**

**DATE:** May 4, 2009

**TO:** Board of Supervisors

**FROM:** Ronald Grassi, Assistant Chief Administrative Officer

**SUBJECT:** Economic Development Workshop

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## **Background:**

On February 24, 2009 the Board of Supervisors adopted a Strategic Direction Framework. Part of the framework included holding a workshop that reviews the interaction between the General Plan and Economic Development.

Within the Economic Development Element of the El Dorado County General Plan there are Goals, Objectives, Policies, and Measures. The main Goals of the Economic Development Element are 10.1 Cooperation and 10.2 Public Service and Infrastructure

### **Goal 10.1: Cooperation**

The County shall work with all levels of government and with the various economic development organizations including the business community to cooperatively identify and promote the County's positive opportunities and strength.

### **Goal 10.2: Public Service and Infrastructure**

Provide adequate levels of public services and infrastructure for existing residents and targeted industries and establish equitable methods to assure funding of needed improvements to existing infrastructure and services and new facilities to further economic development consistent with the County's custom, culture, and economic stability.

Taking into consideration these goals, Economic Development is intertwined with various agencies and county departments. The workshop is a collaborative effort to focus on the County department's Economic Development activities and their relation to the General Plan. At the conclusion, of the workshop the Board will be asked to adopt an interdepartmental 12 month action plan.

## **Discussion:**

### **Understanding Economic Development**

The workshop will encompass a general overview of Economic Development, presented by Wayne Schell President, CEO of the California Association of Economic Development. Mr. Schell has practiced economic development in California for over 30 years. He has a wealth of knowledge and experience, as well as an enthusiastic drive to help entities become successful in their pursuit of creating prosperous, sustainable communities.

### **Destination Brand and Marketing**

Experience El Dorado will be presented as an option for the Destination Brand and Marketing of El Dorado County. In 2000/2001 the State of California had a successful marketing campaign with an IMAX film called Wild California. Experience El Dorado was initially designed as a means to attract tourism. However, El Dorado County is not just a great place to visit it also a great place to live and work. Therefore, Experience El Dorado can bring to light the quality of life in El Dorado County as a means of business attraction. Thus, Experience El Dorado is a viable tool for a Brand and Marketing campaign.

### **Defining Your Market and Demographics**

Ryan Sharp is the Director of Sacramento Regional Institute (SRRI); he will discuss market definitions and demographics as economic development tools. Mr. Sharp performs and directs original analysis and research for all SRRI projects. He has experience in both the public and private sectors and has developed a wide range of skills in complex economic analyses including input-output analysis, market area and economic development strategies, economic structure and specialization evaluations, occupational skills and labor force assessments, and regional growth and development approaches. The Sacramento Regional Research Institute can provide El Dorado County with some valuable market analysis and advanced demographics to assist with business expansion and attraction.

### **El Dorado County Economic Development Overview**

The presentation will provide a status report and snapshot of activities as they relate to the implementation of the General Plan's Economic Development Element, demonstrate the interconnected nature of the County's economic development efforts both internally and externally with strategic stakeholder groups. The presentation highlights the progress attained and where the Office of Economic Development would like to head over the next 12 months.

### **Economic Development Block Grant and Workforce Development**

The Department of Human Services facilitates economic development through the administration of the Economic Development Block and Workforce Investment Act. Community and Economic Development Block Grants provide State funds, accessed through a California Department of Housing and Community Development application process, for economic development activities. The intent of the EDBG programs is to provide appropriate assistance to entrepreneurs, business owners and real estate development projects, which in turn creates and/or sustains jobs, along with expanding the commercial and industrial base within the community.

## **Infrastructure as a Component of Economic Development**

The Department of Transportation facilitates Economic Development by providing road improvement projects which are prioritized based on a number of factors such as safety, capacity, traffic circulation patterns, level of service (LOS) requirements, available funding, and economic development needs.

## **Development Services role in Economic Development**

The mission of the Development Services Department is to guide land use and development consistent with the General Plan, Building Codes & related regulations, by providing accurate, timely and courteous professional and technical services to our customers, to maintain the County's unique quality of life, protect public safety and the environment & promote economic vitality for current and future generations.

## **12 Month Action Plan**

Through a cooperative effort aligning our public service departments focusing on the key components of Marketing, Incentives, Infrastructure and Regulatory Reform, El Dorado County can move towards the pursuit of economic growth and creating prosperous, sustainable communities.

The following elements are the key components of the interdepartmental 12 month action plan:

### **Marketing –OED**

1. Re-affirm Economic Development Advisory Committee on a volunteer basis
2. Advanced Retail Demographics
  - a. Customer analytics
3. Develop marketing packages for business attraction
  - a. Use Experience El Dorado as a business attraction tool
4. Conduct further targeted business visitations
  - a. Providing technical assistance and access to affordable capital
  - b. Promote greater alignment of county BRE activities
    - i. Rapid Response
    - ii. Small Business Loan Programs
    - iii. Metro Pulse
    - iv. CDBG-EDBG
  - c. Targeting specific industry sectors and geographic areas
5. Economic Base Analysis & Quarterly Industry Sector Reports
  - a. Partner with chambers and local industry and trade groups
  - b. Establish economic indicators project
  - c. Monitor sales tax growth/decline (Mindful of additional CA sales tax)
6. Explore acquisition of web-based Non-residential Property Listing Service
  - a. Partner in developing site specific inventory roster, map, assess and solve challenges, deploy via an industry standard promotional platform.
  - b. Support Development Services through Economic Development Contribution, working on priority economic development projects
7. Evaluate Promotions Account priorities as they relate to sustainable economic development

### **Incentives – OED/DOT/DSD**

1. Develop criteria and process for business incentives
  - a. Review possible expansion of Board Policy J-2



- b. Concurrently, establish an economic development incentive program (with public input and criteria) for critical economic development projects (Pilot with early care and education industry)
- c. Explore legislative avenues for establishing or reinstating local economic development incentive programs
- d. Explore establishment of a small business revolving loan fund (Invest in El Dorado) capitalized through Community Reinvestment Act funds
- e. Explore the possibility of a Enterprise Zone
- f. Explore the possibility of a Redevelopment Agency
- g. Explore the possibility of establishing a technology incubator
- 2. Explore and apply for community and economic development grant funding

#### **Infrastructure – DOT**

- 1. Explore way to increase revenues or decrease project costs.  
Options include:
  - a. Sales tax
  - b. Parcel tax
  - c. Mello-Roos tax
  - d. Assessments in special districts (e.g., MC&FP – Master Circulation & Funding Plan)
  - e. Additional State/Federal grants or loan programs
- 2. Explore the possibility of shifting project funding to facilitate economic development
  - a. Alternatives for several projects that currently have large price tags – e.g., U.S. 50/Cameron Park Drive Interchange, U.S. 50/Silva Valley Interchange
- 3. Align major economic development opportunity sites with 20 year CIP

#### **Regulatory Reform – DSD/OED/DOT**

- 1. Continue to improve the processing of permits in a timely fashion.
- 2. Maintain or improve staffing levels to complete G.P. zoning ordinance update, Permit Center, Code Enforcement.
- 3. Identify alternative resources to accelerate zoning ordinance update.
- 4. Explore Fee Schedule update to cover costs of services
- 5. Inventory, map, assess development needs, and promote shovel ready non-residential opportunity sites as per G.P. 2.6.1.4
- 6. Re-affirm Economic Development Advisory Committee on a volunteer basis
- 7. Working with EDAC and community stakeholder groups identify specific General Plan policy barriers to sustainable economic development

#### **Board of Supervisors requested Action:**

- 1. Review and file report consistent with General Plan Measure ED-A
- 2. Adopt interdepartmental 12-month economic development action plan focusing on:
  - a. Marketing
  - b. Incentives
  - c. Infrastructure
  - d. Regulatory Reform
- 3. Re-affirm the Economic Development Advisory Committee (EDAC) on a strictly volunteer basis.
- 4. EDAC and staff are tasked with implementation of the action plan and providing quarterly board updates.



# El Dorado County

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## MINUTES

### Board Of Supervisors

*Ron Briggs, Chairman, District IV*  
*Norma Santiago, First Vice Chairman, District V*  
*Ray Nutting, Second Vice Chairman, District II*  
*John R. Knight, District I*  
*James R. Sweeney, District III*

*Suzanne Allen de Sanchez, Clerk of the Board of Supervisors*  
*Gayle Erbe-Hamlin, Chief Administrative Officer*   *Louis B. Green, County Counsel*

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Monday, May 18, 2009

9:00 AM

Board of Supervisors Meeting Room

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#### 9:00 A.M. - CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG

**Present:** 5 - Supervisor Knight, Supervisor Sweeney, Supervisor Nutting, Supervisor Briggs and Supervisor Santiago

1. 09-0571

Chief Administrative Office recommends adoption of an interdepartmental 12-month economic development action plan. On May 4, 2009 Board of Supervisors began a workshop to review the interaction between the General Plan and Economic Development. Taking into consideration the May 4, 2009 discussion, an overarching goal of "creating prosperous and sustainable communities while maintaining our quality of life" would help describe the mission of Economic Development. (Cont'd 5/4/09, Item 1)

A motion was made by Supervisor Sweeney, seconded by Supervisor Knight to adopt the Interdepartmental 12-Month Economic Development Action Plan focusing on the following elements:

#### REGULATORY REFORM

1. Improve the processing of permits in a timely fashion.
  - a. Continue to examine process and the steps as set forth in the Ad-Hoc Report.
2. Complete General Plan zoning ordinance update, Permit Center, and Code Enforcement.
3. Identify alternative resources to accelerate zoning ordinance update.
4. Review County Fee Schedule.
5. Work with the Economic Development Advisory Committee and community groups to identify specific General Plan policy opportunities.

**TRANSPORTATION INFRASTRUCTURE**

1. Explore ways to increase revenues and/or decrease project costs.
  - a. Examples are: Sales tax, Parcel tax, Mello-Roos tax, Special District Assessment (MC & FP's or BID's), additional State/Federal grants or loan programs.
  - b. Identify more economical design standards, and
  - c. Advocate for full State and Federal funding for projects on State Highway System.
2. Explore project funding to facilitate economic development.
  - a. Alternatives for several projects that currently have large price tags (e.g. US 50/Cameron Park Drive and US 50/Silva Valley Interchanges).
3. Align major economic development opportunities with the 20-year Capital Improvement Program (CIP).

**ECONOMIC DEVELOPMENT TOOLS**

1. Use Experience El Dorado to support a Brand and Marketing Campaign.
2. Explore avenues to acquire Economic and Demographic Profiles to support key business and industry sectors.
  - a. Customer Analytics.
  - b. Economic Base Analysis.
3. Explore and apply for community economic development grants, State and Federal governmental assistance sources.
  - a. Explore ways to implement General Plan 2.4.1 regarding community design guidelines.
  - b. Obtain CDBG or other grant funding.
4. Develop commercial, industrial and Research and Development of vacant (and underutilized) land inventory.
5. Develop regulatory and fiscal incentives for new and existing businesses.
  - a. Develop criteria and processes for establishment of an economic development incentive program targeting critical socioeconomic development projects.
    - I. Early Care and Education industry as Beta Test.
  - b. Explore programmatic opportunities for local economic development incentive programs such as Enterprise Zone, Redevelopment Agency, establishing a technology incubator.
6. Identify existing key economic development projects.

**Yes:** 5 - Knight, Sweeney, Nutting, Briggs and Santiago



**RESOLUTION NO. 91-2009**  
**OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO**  
**RESOLUTION REVISING THE**  
**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

WHEREAS, the County of El Dorado expresses in its General Plan, Economic Element – Policy 10.1.1.1, the need for an advisory body to help implement the Economic Element and County's adopted Economic Development Strategy, and Annual Economic Development Report that supports the development of an environment conducive to sustainable economic activity, business development, private sector investment; and

WHEREAS, business and economic development can play a key role in providing a balanced economy for a local government; and

WHEREAS, the County of El Dorado has identified a critical need to increase its net revenue from diversified income sources while enhancing the County's distinct character and quality of life, retain current businesses and industries while encouraging those uniquely compatible to locate and grow in the county, build the infrastructure to support a wide range of destination recreation tourism activities and shopping options, while capitalizing on our exceptionally competitive advantages for fostering existing and emerging industry cluster expansion; and

WHEREAS, the Board of Supervisors adopted Resolution #103-2006 creating the Economic Development Advisory Commission to provide input and advice to the Board of Supervisors on matters related to business, industry and economic development on May 9, 2006.

On February 13, 2007, the Board adopted Resolution #213-2007 which added a workforce development and education at large member and henceforth superseded Resolution #103-2006.

On February 10, 2009 the Board adopted Resolution 25-2009 which expanded the committee to 11 members and henceforth superseded Resolution 213-2007.

BE IT FURTHER RESOLVED by the Board of Supervisors that Resolution #25-2009 is hereby rescinded and replaced with the following:

SECTION 1. ECONOMIC DEVELOPMENT ADVISORY COMMITTEE. There is hereby created for the County of El Dorado a standing Economic Development Advisory Committee.

**SECTION 2. ROLES AND RESPONSIBILITIES.** The Economic Development Advisory Committee shall have the following responsibilities:

- A. Analyze socio-economic benefits of varied economic development opportunities and present plans of how best to achieve the goal of creating prosperous and sustainable communities while maintaining our quality of life.
- B. Recommend ways to reform and improve regulatory processes relating to business in order to foster the spirit of cooperation, understanding and consensus between government and business, including a specific review of the General Plan and continue with existing County regulations and procedures to eliminate contradictory, unneeded requirements, and to narrow the scope of government to only those regulations that are necessary to the common good and that do not usurp the right of the individual to make responsible and creative choices.
- C. Advise the Board of Supervisors and staff on matters relating to economic development: attraction; retention and expansion; entrepreneurial business formation; and workforce development. While reviewing and researching economic development opportunities and obstacles, the Committee shall be informed and work with the Economic Development Strategy as stated in the 2004 General Plan and seek ways to enhance the economic vitality of the County by diversifying economic activities
- D. Identify and determine ways to support dynamic business sectors, review and recommend business attraction incentives and collaborative marketing strategies that address both countywide needs and district-specific needs.
- E. Perform the following activities: identify constraints and incentives to economic development, direction and incentives for business recruitment, represent the County on business outreach visits to existing businesses, sponsor and support collaborative business and community outreach efforts on the importance of growing a sustainable economic base (Economic Development) appropriate to the County of El Dorado, monitoring of sales tax leakage, and engage in other activities as directed by the Board of Supervisors.
- F. Serve as a conduit for the business community and County government on economic development projects and issues. Work cooperatively with the Planning Commission and other County and community groups on economic issues of mutual interest.
- G. Identifying annually the top economic development priorities to focus on and to establish annual goals and objectives to reflect those priorities.
- H. Report quarterly to the Board of Supervisors concerning activities, achievements, and recommendations. Reports may be presented with greater frequency where the Supervisors or Committee deems necessary.

**SECTION 3. MEMBERSHIP.** The Economic Development Advisory Committee shall be comprised of eleven (11) members: 5 direct Supervisorial nominated appointments (one per district each), 6 at large members selected from business, industry and trade organizations, private sector advocacy and educational institutions.

A. Economic Development Advisory Committee composition:

- Five direct Supervisorial nominated appointments;
- Six at-large appointments;

B. Members shall be nominated after completion of an application process.

C. All members shall have relevant knowledge, experience, and expertise in key existing and emerging County business clusters or related fields that support those key clusters (such as business management, workforce development, recreation and tourism development, or real estate development).

D. In nominating members for the Committee, the Board of Supervisors will consider appropriate geographic and industry specific representation.

**SECTION 4. MEETINGS.** The Committee shall meet quarterly or more often as the Committee or Board of Supervisors deems necessary. Efforts shall be made to avoid unnecessary meetings. The Committee shall establish a regular time and place of meeting. Special meetings of the Committee may be called at any time by the chairperson or a majority of the members of the Committee. The special meeting shall be noticed as required by law.

**SECTION 5: TERMS OF OFFICE.** The terms of office for Supervisor nominated appointed members shall be for one year, however the term shall expire upon the conclusion of the nominating Supervisor's term. Terms of service for at-large members shall be for one year. All members shall serve at the pleasure of the Board of Supervisors.

**SECTION 6. AUTOMATIC TERMINATION OF APPOINTMENT.** The appointment of any Committee member who has been absent from three consecutive regular meetings without the approval of the Committee shall be automatically terminated.

**SECTION 7. APPOINTMENT/VACANCY.** All appointments made to the Committee shall be by action of the Board of Supervisors.

**SECTION 8. OFFICERS OF THE COMMITTEE.** At the first meeting of the Economic Development Advisory Committee held after January 1 in each calendar year, the Committee shall select one of its members as chairperson and one of its members as vice-chairperson, who



shall hold office for one year and until the election of their successors. The chairperson shall be responsible for chairing Committee meetings, calling special meetings, ensuring the establishment of the Technical Advisory Group and conferring with staff on meeting agendas. In the event of the chairperson's absence, the vice-chairperson shall assume the responsibilities of the chairperson.

**SECTION 9. TECHNICAL ADVISORY GROUP.** The Committee will establish a supporting Technical Advisory Group comprised of representatives from the local chambers, community service organizations, and other business and industry stakeholders for the purpose of assisting the Committee on specified issues and projects. The work of the Technical Advisory Group will be assigned by the Committee. The Technical Advisory Group will meet as requested by the Committee and report to the Committee.

**SECTION 10. ORGANIZATION AND PROCEDURE.** The Committee may make or alter all rules and regulations governing its organization and procedure that are not inconsistent with this resolution, any ordinance of the County, or law of the State of California.

**SECTION 11. COMPENSATION.** There will be no compensation for committee members. Participation shall be on a strictly volunteer basis.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 18 day of May, 2009, by the following vote of said Board:

**Attest:**

Suzanne Allen de Sanchez  
Clerk of the Board of Supervisors

By: 

Deputy Clerk

**Ayes:** Knight, Briggs, Nutting, Sweeney, Santi

**Noes:** none

**Absent:** none

  
Chairman, Board of Supervisors

Rory Briggs

**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:** \_\_\_\_\_

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE  
Community Development Block Grant Section (CDBG)**

1800 Third Street, Suite 330  
P. O. Box 952054  
Sacramento, CA 94252-2054  
(916) 552-8388  
FAX (916) 327-8823



February 27, 2008

Ms. Joyce Aldrich  
HCED Manager  
550 Main Street, Ste C  
Placerville, California 95667

RE: Program Income Reuse Plan Approval

Dear Ms. Aldrich:

We are in receipt of your jurisdiction's draft Program income Reuse Plan, dated February 19, 2008. We have reviewed the plan, and find it to be acceptable. You may now have the Plan adopted by your jurisdiction's governing body, preceded by a properly noticed public hearing. The new Plan may be implemented following adoption. Please keep a copy of the enclosed Plan, the adopted Plan and this letter for your records.

Thank you for your attention to this matter. If you have any questions, please call either of us at our phone number listed below.

Sincerely,

A handwritten signature in cursive script that reads "Harry Faris".

Harry Faris  
CDBG General Allocation Representative  
(916) 319-8444

A handwritten signature in cursive script that reads "Dave Nelson".

Dave Nelson  
CDBG Economic Development Representative  
(916) 319-8479

Enclosure

cc: Living File

RECEIVED

FEB 28 2008

RECEIVED

# **PROGRAM INCOME REUSE PLAN AMENDMENT 3**

## **Amended January 8, 2008**

### **County of El Dorado**

#### **A Reuse Plan Governing Program Income from CDBG-Assisted Activities**

The purpose of this Reuse Plan is to establish guidelines on the policies and procedures for the administration and utilization of program income received as a result of activities funded under the State Community Development Block Grant Program.

**Need for Plan Governing Reuse of Program Income.** This Reuse Plan is intended to satisfy the requirement specified in Federal Statute and regulation at Section 104(j) of the Housing and Community Development Act ("the Act"), as amended in 1992 and 4 CFR 570.489 (e) (3). These statutory and regulatory sections permit a unit of local government to retain program income for CDBG-eligible community development activities. Under federal guidelines adopted by the State of California's CDBG program, local governments are permitted to retain program income so long as the local government has received advance approval from the state of a local plan that will govern the expenditure of the program income. This plan has been developed to meet that requirement.

**Program Income Defined.** Program Income is defined in federal regulations at 24 CFR 570.489 (e), which specifies that program income is the gross income received by the jurisdiction that has been directly generated from the use of CDBG funds. (For those program income-generating activities that are only partially funded with CDBG funds, such income is prorated to reflect the actual percentage of CDBG participation). Examples of program income include: payments of principal and interest on housing rehabilitation or business loans made using CDBG funds; interest earned on program income pending its disposition, and interest earned on funds that have been placed in a revolving loan fund account; net proceeds from the disposition by sale or long term lease of real property purchased or improved with CDBG funds; income (net of costs that are incidental to the generation of the income) from the use or rental of real property that has been acquired, constructed or improved with CDBG funds and that is owned (in whole or in part) by the participating jurisdiction or sub recipient.

If the total amount of income generated from the use of CDBG funds (and retained by the County) during a single program year (July 1 through June 30) is less than \$25,000, then these funds shall not be deemed to be program income and shall not be subject to these policies and procedures. Costs incurred that are incidental to the generation of Program Income may be deducted from the gross income to determine the Program Income amount. \*However, Quarterly and Annual Program Income Reports must be submitted regardless of whether the \$25,000 threshold is reached or not. Costs incurred that are incidental to the generation of Program Income may be deducted from the gross program revenue to determine the net Program Income amount.

**\*General Administration (GA) Cost Limitation.** Up to eighteen percent (18%) of the total program income expended on all activities during a single program year may be used for CDBG general administration expenses.

**Reuses of Program Income.** Program income must be: a) disbursed for an activity funded under an open grant prior to drawing down additional Federal funds; b) forwarded to the State of California, Department of Housing and Community Development (Department); or c) distributed according to this Program Income Reuse Plan that has been approved by Department. The County's program income will be used to fund *eligible* CDBG activities that meet a *national objective*. Eligible activities and national objective requirements are specified in federal statute at Section 105(a) and in federal regulations at 24 CFR 570.482 and 24 CFR 570.483. The Reuse Plan shall specify all proposed uses of these funds and the Plan shall be adopted by the local governing body after compliance with the locality's citizen participation process as specified in Federal Regulations at 24 CFR 570.486, Local Government Requirements.

The Reuse Plan shall specify all proposed uses of RLF funds and the local governing body shall adopt this plan after compliance with the County's citizen participation process as specified in the County's Citizen Participation Plan.

The County reserves the option of utilizing program income to fund/augment a CDBG funded activity included in a grant agreement. The County will first follow the citizen participation process, hold a public hearing, obtain a governing body resolution, and obtain approval from the State CDBG Program.

Three revolving loan accounts (RLAs) are established to utilize the program income.

**Distribution for Reuse of Program Income.** The County's program income that has not been committed to open grant activities will be distributed, as follows:

The allocations to the RLAs are as follows:

- 
- |             |   |
|-------------|---|
| 1) <u>X</u> | Disburse into a housing rehabilitation revolving loan fund. |
| 2) <u>X</u> | Disburse into an economic development revolving loan fund.  |
| 3) <u>X</u> | Disburse into a housing acquisition revolving loan fund.    |

The purposes and allowed uses of funds under these RLF's are, as follows:

**Housing Rehabilitation Revolving Loan Fund.** This fund will be principally used for the purpose of making loans to rehabilitate residential units occupied by households, which have an annual income, which is 80 percent (80%), or less of the county's median income. At least 51% of the funds expended for activities funded under this RLF shall be used on revolving activities (i.e., loans). No more than 25% of the program income funds received during the program year shall be expended for housing rehabilitation grants. No more than 12% of the funds expended from this RLF shall be used for activity delivery costs. No more than 18% of the amount expended annually may be expended for general administrative costs related to this RLF activity. In any event, the total expended for non-revolving activities (grants, activity delivery costs, and general administration) shall not exceed 49% of the total funds expended during the program year (July 1 through June 30).

The review and funding of requests for CDBG loan or grant assistance under this RLF shall be conducted under the Housing Rehabilitation Program Guidelines that have been adopted by the County. All assistance provided to activities under this RLF shall be made for activities that are located within the County's jurisdiction.

If the activities funded under the RLF are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLF shall be expended prior to drawing down funds from the State CDBG program.

Program income may be allocated to grant activities or to grant applications, including cash match for planning grants.

**Business Expansion and Retention RLF.** This fund will be used to provide "gap" financing for businesses that can document the need for CDBG assistance and that will create or retain qualifying permanent jobs that will be principally filled by members of households which have an annual income that is 80% or less than the county's median household income, adjusted for household size. At least 51% of the funds expended for activities funded under this RLF shall be used on revolving activities (i.e., loans). No more than 25% of the program income funds received during the program year shall be expended for grants for public infrastructure improvements that are needed to accommodate a specific business expansion or retention project. No more than 10% of the total funds expended for business assistance activities shall be used for activity delivery costs. No more than eighteen percent (18%) of the amount expended annually may be expended for general administrative costs related to this RLF activity. In any event, the total expended for non-revolving activities (grants, activity delivery costs, and general administration) shall not exceed 49% of the total funds expended during the program year (July 1 through June 30).

If the activities funded under the RLF are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLF shall be expended prior to drawing down funds from the State CDBG program.

The review and funding of requests for CDBG loan or grant assistance under this RLF shall be conducted under the federal underwriting guidelines specified at 24 CFR 570.482 (e) that have been adopted by the County and incorporated in the RLF's project review procedures. These guidelines will ensure that the amount and terms of the CDBG assistance are appropriate given the documented needs of the business and given the amount of public benefit (job creation/retention) that will result from the CDBG-assisted project. In addition, any activity requesting funding under this RLF shall be deemed to be eligible under Section 570.482 and Section 105(a) of the Act and shall be determined to provide sufficient public benefit as specified under Section 570.482 (f). Any CDBG assistance for infrastructure shall meet the requirement of Section 570.483 (b) (4) (F), which requires ongoing job tracking for all businesses that initially, benefit from an infrastructure project as well as any subsequent business(s) benefiting from these improvements. All assistance provided to activities under this RLF shall be made for activities that are located within the County's jurisdiction.

When available, a minimum balance of \$100,000 will be maintained in the revolving loan fund for economic development loans. The balance of program income will be disbursed into the housing rehabilitation revolving loan funds to make housing rehabilitation loans available to eligible applicants throughout the unincorporated part of El Dorado County.

**Housing Acquisition:** Homebuyer Assistance programs may assist income-eligible homebuyers to purchase new or existing homes, and may include any necessary rehabilitation. A new home is defined as a unit, which at the time of application/sales contract has a foundation in place. The County proposes to provide housing acquisition allowing TIG households "gap" financing to purchase affordable housing in the jurisdiction. First time homebuyers program will consist of "silent" second (2<sup>nd</sup>) mortgages not to exceed \$100,000 per unit.

This fund will be principally used for the purpose of making loans to income-eligible first time homebuyers to purchase new or existing homes, that have an annual income, which is 80 percent (80%), or less of the county's median income. At least 51% of the funds expended for activities funded under this RLF shall be used on revolving activities (i.e., loans). No more than 8% of the funds expended from this RLF shall be used for activity delivery costs. No more than 18% of the amount expended annually may be expended for general administrative costs related to this RLF activity. In any event, the total expended for non-revolving activities (grants, activity delivery costs, and general administration) shall not exceed 49% of the total funds expended during the program year (July 1 through June 30).

If the activities funded under the RLF are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLF shall be expended prior to drawing down funds from the State CDBG program.

**Reporting and Federal Overlay Compliance:** The County shall comply with all State CDBG reporting requirements, including submittal of an annual Grantee Performance Report for each Revolving Loan Account (RLA) and submittal of the required Quarterly and Annual Program Income Reports, which show combined receipts and actual expenditures from all RLAs on one report (due by August 15). The County shall ensure that the use of program income under the Reuse Plan complies with all CDBG program requirements, including citizen participation, environmental review, equal opportunity, Section 3 employment, lead-based paint, labor standards, procurement and property management, and maintenance of adequate accounting and recordkeeping systems. To ensure ongoing compliance with CDBG requirements, the County shall utilize the latest available State CDBG Program Grant Management Manual for guidance on compliance procedures and policies. The County shall obtain the Department's written approval before proceeding with any program income funded activity.

**Revising this Plan:** The County Board of Supervisors has the authority to amend this document with a properly noticed Board meeting and approval by the State Department of Housing and Community Development (HCD).



**CERTIFICATION:**

I, Doug Nowka, designated by the elected official of the County of El Dorado to oversee the use of CDBG program income received by the County, do hereby certify that the County complies with all State CDBG program requirements related to the proper use of program income, required reporting of program income, and accurate record keeping that tracks the receipt and expenditure of program income.

Signed:

Dated:

Doug Nowka

1/22/08



**RESOLUTION NO. 08-2008**

**OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO**

RESOLUTION APPROVING AMENDMENT 3 TO THE EL DORADO COUNTY REUSE PLAN GOVERNING PROGRAM INCOME FROM CDBG-ASSISTED ACTIVITIES TO ENSURE ONGOING COMPLIANCE WITH STATE REGULATIONS AND TO ALLOW PROVISION OF ASSISTANCE TO HOUSING REHABILITATION, HOUSING ACQUISITION AND BUSINESS EXPANSION AND RETENTION APPLICANTS/RECIPIENTS AND AUTHORIZING THE DIRECTOR OF HUMAN SERVICES, OR SUCCESSOR DIRECTOR, TO SIGN THE AMENDED PLAN AND SUBMIT IT TO THE STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

**WHEREAS**, it is necessary to amend the El Dorado County Program Income Reuse Plan for the purposes of ensuring ongoing compliance with new and modified State regulations and to clarify allowable uses of Program Income, and

**WHEREAS**, a Public Hearing has been conducted on this date to allow public comment and input on the proposed amendment, and

**WHEREAS**, Doug Nowka, Director of Human Services, is the official designated to oversee the use of CDBG program income received by the County.

**NOW THEREFORE BE IT RESOLVED**, by the El Dorado County Board of Supervisors that the Director of Human Services, or successor, is authorized and directed to sign the amended Program Income Reuse Plan on behalf of the County and submit same to the California Department of Housing and Community Development.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 8<sup>th</sup> day of January, 2008, by the following vote of said Board:

Attest:

Cindy Keck  
Clerk of the Board of Supervisors

By: Marcie MacFarland  
Deputy Clerk

Ayes: Santiago, Sweeney, Dupray, Baumann, Briggs

Noes: None  
Absent: None

Rusty Dupray  
Rusty Dupray, Chairman, Board of Supervisors

**I CERTIFY THAT:**

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE: 1/10/08

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

By: Marcie MacFarland

## ELIGIBLE APPLICANTS

The Microenterprise Assistance Program will offer training, counseling and loan opportunities to:

- Individuals seeking business start up or business owners with existing small businesses who demonstrate TIG eligibility. Participants will create or maintain self-employment, and/or create new jobs through business expansion.
- Individuals seeking to create or retain TIG eligible job positions. (Certain guidelines apply)

All persons interested in learning more about the program and/or obtaining an application to attend classes contact:

El Dorado County  
Housing, Community and Economic  
Development Block Grant Program  
(530) 621-6300

## OTHER COUNTY LOAN PROGRAMS

*Business Assistance Loans*  
*Housing Rehabilitation Loans*  
*First Time Homebuyer Loans*



## INCOME LIMITS\*

80% of El Dorado County Median  
Income – 2009  
(Area Median Income \$72,800)

1 person	\$40,800
2 persons	\$46,600
3 persons	\$52,450
4 persons	\$58,250
5 persons	\$62,900
6 persons	\$67,550
7 persons	\$72,250
8 persons	\$76,900
(*figures change annually)	

The County of El Dorado does not discriminate on the basis of religion or religious affiliation, age, race, color, ancestry, national origin, sex, marital status, familial status (children), physical or mental disability, sexual orientation, or any other arbitrary reason.

This program is provided through a grant from the State Department of Housing and Community Development.



## COUNTY OF EL DORADO

## MICROENTERPRISE ASSISTANCE PROGRAM

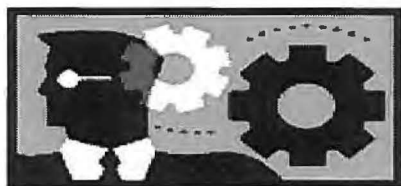
*An opportunity for business training!*

## Microenterprise Assistance

### PURPOSE

The Microenterprise Technical Assistance Program is designed to encourage entrepreneurship and provide economic benefit to potential new local business owners and existing Microenterprise business owners. The effort is to assist the low to moderate income community (Targeted Income Group-TIG). The program will provide training, technical assistance, and advisory services for enterprise development throughout the County. The program is an innovative entrepreneurial development strategy focused on generating quality jobs in the community.

The primary goal of the Microenterprise Program is to provide the opportunity for those seeking to start up a business and/or those who currently operate a small business to gain the necessary skills needed for success. This program will seek to overcome traditional obstacles involved in start up or newly established businesses by establishing learning and funding opportunities for small businesses in El Dorado County. Training will provide the skills and knowledge necessary to organize, manage, market and finance a small business. It will also provide the technical assistance and advisory services that will assist the business through start up and/or expansion to maintain viable operations.



## Program

### TECHNICAL ASSISTANCE

Technical Assistance (TA) to a business includes a wide range of knowledge and skill development to ensure essential business and entrepreneurial success. The ways or settings in which TA is delivered include:

- One-on-One: One client and one or more counselors, consultant or mentor
- Workshop: Multiple clients and one or more counselors, consultant, or mentor

The classroom style training will offer modules that will provide necessary training and counsel for all selected participants. The County will provide a basic reference guide for covering the essential business disciplines of starting and operating a successful business with materials provided by My Own Business Inc. The sessions will consist of thirteen (13) topics presented in 6 class meetings:

- Deciding on a Business
- The Business Plan
- Computer and Communication Tools
- Business Organization
- Licenses, Permits, Business Names
- Business Insurance
- Location and Leasing
- Accounting and Cash Flow
- How to Finance your business
- E-Commerce Business
- Buying a Business or Franchise
- Opening and Marketing
- Expanding and Handling Problems

## Guidelines

Study centers are available where participants may use a personal computer to research the Internet and/or prepare the text and numbers necessary for the construction of a formal business plan. Locations are:

Job One One Stop  
3047 Briw Road  
Placerville, CA 95667

Or

El Dorado County Chamber of Commerce  
542 Main Street  
Placerville, CA 95667

### APPLICATION PROCESS

Qualified and interested individuals will be invited to attend introductory sessions explaining the scope and purpose of the program.

Start up business participants will assess their willingness to seek self-employment and determine their family and personal commitment to program participation. Participants accepted into the program will attend training and seminars designed to enlighten and teach basic business skills and provide opportunity to review the overall feasibility of their business concept. Following the training, participants will be provided an opportunity to apply for a low interest loan which can be used to fund their new venture, or to provide additional capital for expansion of their current operations.

The Program will continue to provide support for participating businesses with the use of advisors and counselors for specific issues.

## APPLICATION PROCESS

1. Applicant contacts Jeanne Hall of the County of El Dorado at (530) 748-9835 or (530) 621-6385 for application packet.
2. Applicant submits preliminary information including business and personal tax returns for the last three years, business financial statements, personal financial statement, credit history, and a project summary/business plan.
3. Underwriter reviews documentation to determine program eligibility and financing affordability for participant.



For more information contact:

El Dorado County  
Housing, Community and Economic  
Development Block Grant Program  
Placerville Office – (530) 621-6300

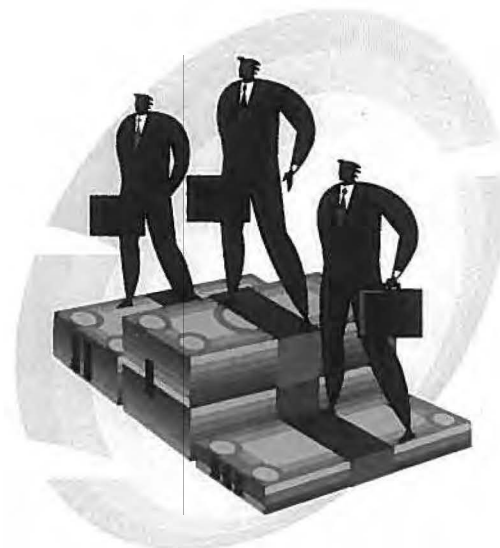
## OTHER COUNTY LOAN PROGRAMS

*Microenterprise Assistance Program*  
*Housing Rehabilitation Loan Program*  
*First Time Homebuyer Loan Program*



The County of El Dorado does not discriminate on the basis of religion or religious affiliation, age, race, color, ancestry, national origin, sex, marital status, familial status (children), physical or mental disability, sexual orientation, or other arbitrary reason.

This program is provided through a grant from the State Department of Housing and Community Development.



## COUNTY OF EL DORADO

■ ■ ■ ■ ■

## BUSINESS ASSISTANCE LOAN PROGRAM

■ ■ ■ ■ ■

*An opportunity for business growth!*

## BUSINESS ASSISTANCE

### PURPOSE

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

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

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



## LOAN PROGRAM

### FUNDING GUIDELINES

Loans will range from a minimum of \$5,000 to a maximum of \$100,000. Higher amounts may be considered.

- **Leveraging:** The business owner is required to leverage one dollar for every loan dollar. A private dollar can be either debt financing or owner equity. A minimum of **10%** of the total project funding must be from owner equity.
- **Loan Terms:** Up to ten years. The length of loan shall not exceed the economical life of the equipment/asset being financed.
- **Interest Rate:** The Interest Rate is set based on the needs of each loan.
- **Loan Fee:** A loan fee up to 1.5% may be charged to the borrower.
- **Prepayment Penalty:** None.
- **Collateral Requirements:** All loans shall be fully secured by collateral. Types of collateral may include liens on real property, deeds of trust, liens on machinery, equipment or other fixtures, lease assignments, and other collateral as appropriate.

### LOAN ASSUMABILITY

The loan is not assumable

## GUIDELINES

### APPLICANT ELIGIBILITY

- One full time equivalent job (1750 hours annually) per \$35,000 loaned shall be created. All of the jobs created and/or retained must be from the Target Income Group (TIG) at time of hire.
- The loan meets the Business Loan Program underwriting requirements.
- Includes ongoing and start-up private for profit business concerns that are licensed and located in or locating to El Dorado County

