

Community Development Block Grant Program
Economic Development Allocation

CALIFORNIA COMMUNITY ECONOMIC ENTERPRISE FUND COMPONENT
Fiscal Year July 1, 2009 through June 30, 2010

APPLICATION PACKAGE

Instructions and Application



STATE OF CALIFORNIA
Department of Housing and Community Development
Division of Financial Assistance
Community Development Block Grant Program (CDBG)

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STATE OF CALIFORNIA

ARNOLD SCHWARZENEGGER, GOVERNOR

BUSINESS, TRANSPORTATION AND HOUSING AGENCY

DALE BONNER

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

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1.0 Background And Important Dates

The Department of Housing and Community Development (Department) announces the availability of approximately **\$2.8 million** in State Community Development Block Grant (CDBG) funding for eligible jurisdictions. Eligible CDBG jurisdictions may submit an application for a **maximum grant of \$300,000** from the 2009-2010 California Community Economic Enterprise Fund (Enterprise Fund) Component of the Economic Development Allocation.

Please contact your State Economic Development Representative (refer to Appendix A of the NOFA) if you have any questions about the NOFA. You may also contact MeLisa Adams, Program Secretary at (916) 552-9362 or visit the CDBG webpage at <http://www.hcd.ca.gov/fa/cdbg> for additional information.

NOTE: *The Department reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. If such action occurs, the Department will notify all interested parties.*

Authorizing Legislation and Regulations

The CDBG Program is authorized by the Housing and Community Development Act of 1974 as amended, and Subpart I of the Federal Community Development Block Grant Regulations. The requirements of the State Program are found in the State CDBG Regulations, Title 25 of the California Code of Regulations, Section 7050, et. seq.

Application Due Dates

NOFA Release	June 12, 2009
Application Release	June 12, 2009
Final Filing Date	August 21, 2009
Housing Element Compliance Deadline	October 28, 2009
Award Announcement	November 9, 2009

All Applications must be received at 5 p.m. by the Department on August 21, 2009. Postmarks will not be accepted. Applications may be delivered in person or mailed to the following address:

State Community Development Block Grant Program
California Department of Housing and Community Development
1800 Third Street, Room 330, Sacramento, CA 95811
Attn: 2008-2009 Enterprise Fund Application

Call (916) 552-9398 to have the Program Administrative Assistant accept your Applications if you are hand delivering your application to HCD.

2.0 Preparing The Application

This Application Package is comprised of the following sections:

- Enterprise Fund Application Instructions
- **2009 – 2010 Enterprise Fund Application** (see Application in Appendices)
- Supplemental Application information

Applicants are encouraged to review all the information in the Application Package to become familiar with the application format, procedures and requirements, and scoring criterion in order to submit a competitive application.

The information that each applicant provides will be the basis for evaluation, and rating and ranking, and mirrors the Evaluation Criterion found on page 4 of the Application Instructions. Applicants are encouraged to read Section III, Rating and Ranking Applications, of the Supplemental Information for a description of each criterion.

This application will be a part of your Grant Agreement with the Department if approved for funding under this Allocation. In order to be considered for funding, all sections of this application (Section 1 through 5) and attachments must be completed in order for the staff to evaluate and score the applicant's application. **Please refer to Section 1 for the format that your application(s) must be submitted.**

Do not revise the application in any manner unless otherwise noted on the application or in the instructions. Refer to the Application Instructions and Program regulations (Federal regulations are found at 24 CFR Part 570, Subpart I and State Regulations at Title 25, Subchapter 2, commencing with Section 7050) for additional information.

How to Obtain an Enterprise Fund Application Package

Enterprise Fund applications can be obtained in the following ways:

1. Contact your State Economic Development Representative (see Appendix B of the NOFA).
2. Contact the Program Administrative Assistant at (916) 552-9362 or via e-mail at madams@hcd.ca.gov.
3. Download an electronic version of the application via the HCD website at <http://www.hcd.ca.gov/fa/cdbq/funds/>.

The Enterprise Fund NOFA, and Application and Supplemental Information contain all the required instructions, information and forms to complete an application for submission by the applicant.

Number of Application Copies

The Applicant must submit one (1) original and two (2) copies. Each original and copy will be placed in a three-ringed binder with index tabs separating all sections in the application. **All pages in the Application must be numbered without exception.**

Application Preparation

Each eligible applicant must read and review the following application instructions and complete each section of the application with all the information requested. All applicants are required to provide the information requested in order for staff to evaluate, and rate and rank each applicant's application.

Applicants may submit an application for Business Assistance only, Microenterprise Assistance only, or Business Assistance and Microenterprise Assistance. All Applicants must complete Sections 1 and 4 of the application. Applicants must complete Section 2 or 3 or both sections for the activities that the Applicant is proposing to conduct under the grant.

Application Evaluation Criteria and Point Scoring

Each application will be rated and ranked separately and awards will be made until the funding is fully expended. An Application is defined as either a Business Assistance Program or Microenterprise Assistance Program, or a combined application that includes a Business Assistance Program and Microenterprise Assistance Program. A combined Application score will be based on a weighted average calculation of the two programs.

Each application is evaluated and scored, and then assigned a numerical score and ranked against all the other applications that have been scored. A maximum score of 100 points is assigned according to the following criteria. Points are allocated as follows:

EVALUATION CRITERION	Points
Need for Program:	30
Relative Poverty Index	15
Relative Unemployment Index	10
Adverse Economic Event	5
Local Program Capacity:	50
Performance on Past CDBG ED Grants	20
Relative Strength of Basic Program Design	10
Relative Experience of Program Operators	10
Other Local Organizational Support	10
Program Effectiveness:	20
Commitment of Other (non-state, non-federal) Funding Sources	10
Extent to Which Program Complements Local or Regional Economic Development Plan	10
Maximum Total Points	100

General Administration and Activity Delivery Cost Limits

Grantees are limited to **7.5%** of the total grant amount for General Administration expenses. In addition, grantees are allowed up to **15%** of the Activity Budget for Activity Delivery costs (application amount less the general administration amount).

- APPENDICES -

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GLOSSARY AND ACRONYMS

This glossary contains the most frequently used program definitions. For a more complete listings, consult section 7054 of the State CDBG program regulations.

“ACT” means Title I of the Housing and Community Development Act of 1974, 42 USC 5301 et seq., as amended.

“ACTIVITY” means any single eligible undertaking carried out as part of an applicant’s program under the State CDBG Program.

“COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS”, “CDBG FUNDS”, “GRANT FUNDS” means any funds allocated by a grant agreement pursuant to the regulations or previously funded to nonentitlement jurisdictions by HUD pursuant to their authority under the Act.

“DEPARTMENT” means the State of California, department of Housing and Community Development.

“DIRECTOR” means the Director of the Department.

“ECONOMIC DEVELOPMENT” means a public investment designed to leverage private sector capital for job-creating and revenue-producing projects that create jobs or retain private sector jobs, principally for targeted income group persons or meets another national objective.

“FUNDING CYCLE” means the annual period of time during which HUD makes funds available to the State for distribution to local governments pursuant to the Act, and includes the period of time during which the department solicits applications and makes grant awards.

“FULL-TIME EQUIVALENT JOB” means a “job” that is aggregated from permanent, part-time jobs. The part-time jobs must each provide at least 875 hours of employment per year.

“GRANT AGREEMENT” means the contract between the State and the grantee which sets forth the terms and conditions by which State CDBG funds are utilized.

“GRANTEE” means a unit of general local government, which has been awarded funds provided pursuant to this subchapter for a specific purpose.

“HOUSEHOLD” means persons occupying a housing unit as a place of residence.

“HOUSING ELEMENT” means the part of a city’s or county’s general plan as required by Article 01.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code.

“HUD” means the United States Department of Housing and Urban Development.

“INFRASTRUCTURE” means the physical systems such as roads, sidewalks, streetlights, and water and sewer facilities necessary to provide services to a business expansion or retention project.

“MICROENTERPRISE” means a business that has five or fewer employees, one or more of whom owns the enterprise.

“PERMANENT JOB” means a full-time equivalent job created or retained by an activity funded under the Economic Development Allocation, which is directly related to the expansion or retention of a business. To be considered “full-time”, a job must provide at least 1,750 hours per year. Part-time jobs that provide at least 875 hours per year of employment may be aggregated to arrive at a full-time equivalent job of at least 1,750 hours per year. Fractions of full-time equivalent employment are not counted towards meeting the program’s public benefit requirements.

“POVERTY PERSONS” means those persons whose incomes are below the poverty level based on the latest available U.S. Census data.

“PROGRAM” means all of the activities funded in whole or part with State CDBG funds.

“PROGRAM INCOME” means amounts earned by a unit of general local government or its subrecipient that were generated from the use of CDBG funds.

“SEASONAL JOB” means a job (such as a job in a vegetable packing plant) which can be counted as a permanent only if the duration of the season is long enough for the job to be considered as the person’s principal occupation or the job provides a substantial portion of the household’s income.

“SLUMS AND BLIGHT” means a blighted area or structure characterized by one or more of the conditions listed in Section 7056(b)(3) of the State CDBG regulations and as documented under HUD regulations specified in the Code of Federal regulations, Title 24, part 570.483(c).

“START-UP” means a business that has been in operation for less than three years.

“STATE” means the State of California.

“TARGETED INCOME GROUP” means households intended to be the principal beneficiaries of the State Community Development Block Grant Program. The term Targeted Income Group includes the component “Lowest Targeted Income Group” unless otherwise specified. Applicants shall use county income limits provided annually by the Department in determining program benefit to the Targeted Income Group. These income limits are based on the latest HUD estimate of area median family income with adjustments for unusually low-income areas. For a family of four, the “Targeted Income Group” limit is 80 percent of the latest HUD estimated or adjusted area median family income. For a family of four, the income limit for the lowest “Targeted Income Group” limit is 50 percent of the latest HUD estimated area median family income. Income limits for other household sizes are based on household size adjustments factors. For the purposes of this Program, the income limits published by the Department shall be used.

“URGENT NEED” means a condition, which poses a serious and immediate threat to the health or welfare of the community, which is of recent origin, which a community cannot finance and no other funds are available. A condition, which has existed longer than 18 months, shall not be considered to meet the standard of urgency.

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CERTIFICATION EXAMPLES

Applicants must complete and attach the following certifications and authorizing documents in the application. Please complete the relevant forms and insert them into Section 1, Application Summary Attachments of the application.

Housing Element Self-Certification

Documentation is no longer required by the applicant in the application. CDBG staff will verify the applicant's housing element compliance during rating and ranking.

Statement of Assurances

This form is a required form. Return this form with the signature of the chief administrative officer.

Resolution of the Governing Body

This form is a required form.

The resolution submitted with this application must be a certified copy of the resolution passed by the governing body. It must authorize the submission of the application, approve the application's contents, and authorize its execution.

A sample resolution is included and CDBG staff strongly recommends that applicants use the suggested language in the sample form.

Joint Powers Agreement

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

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

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

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

Compliance with OMB Circular A-133

The form is a required form. Return this form with the signature of the jurisdictions chief administrative official or chief financial officer.

STATEMENT OF ASSURANCES (2009)

The City/County of _____ 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). 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.

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

NAME OF CERTIFYING OFFICIAL:

_____ (*print/type*)

CHIEF ADMINISTRATIVE EXECUTIVE:

_____ (*enter exact title of person signing*)

Signature (**blue** ink)

Date certified

RESOLUTION SAMPLE

NOTE: An application for the State CDBG Program is to include, at a minimum, the following information in a resolution. Applicants have the option of including any additional pertinent information.

RESOLUTION NO. _____

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

BE IT RESOLVED by the City Council of the City of _____ as follows:

SECTION 1.

The City Council has reviewed and hereby approves application for: State Community Development Block Grant (CDBG Program) for up to *\$442,500* from the Enterprise Fund Component:

- 1) General Administration - *\$30,000*;
- 2) Business Assistance - *\$250,000*;
- 3) Activity Delivery / Business Assistance - *\$25,000*;
- 4) Microenterprise Assistance - *\$125,000*;
- 5) Activity Delivery/Microenterprise Assistance - *\$12,500*

SECTION 2.

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

Redevelopment Agency funds: *\$100,000*

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

Redevelopment Agency funds: *\$100,000*

SECTION 3.

The City Manager is hereby authorized and directed to act on the City's behalf in all matters pertaining to this application.

SECTION 4.

If the application is approved, the City Manager is authorized to enter into and sign the grant agreement and any amendments thereto with the State of California for the purposes of this grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of _____ held on _____ by the following vote:

AYES:

NOES:

ABSENT:

Signature

Mayor of the City of

ATTEST:

Signature

City Clerk of the City of

JOINT POWERS AGREEMENT SAMPLE

This agreement, dated for convenience _____, 20__ is made by and between the City/County of _____, a political subdivision of the State of California, and the City/County of _____, a political subdivision of the State of California.

Whereas: The community development activities applied for in the State's Community Development Block Grant Program consist of:

and;

Whereas: These community development objectives may be best achieved and most cost-effectively administered through the cooperative efforts of the City/County of _____ and the City/County of _____

and:

Whereas: Section 7060(d) of Title 25 of the California Code of Regulations requires a Joint Powers Agreement which meets the requirements of Article I, Chapter 5 of Title 1 (commencing with Section 6500) of the Government Code in order to submit a joint application for the State Community Development Block Grant Program;

Now therefore; the parties hereto agree to the following:

I. General

This agreement is subject to the terms and requirements of Article I, Chapter 5 of Title 1 (commencing with Section 6500) of the Government Code and Subchapter 2 of Chapter 7 of Title 25 of the California Code of Regulations.

II. Purpose

This agreement sets forth the relationships and responsibilities of the parties hereto for the purpose of applying for and, if successful, the administration and implementation of the State Community Development Block Grant Program. If funded, the parties shall be responsible for the areas designated below.

III. Block Grant Contract Management

a. The City/County of _____ shall be responsible for the management of the State Community Development Block Grant Program Grant Agreement executed with the State of California for the purpose of receiving these

funds. These responsibilities, except as noted below in subparagraph IIIb, include but are not limited to:

1. Setting up of any cash depositories as required by 25 Code of Regulations 7098.
2. Any bonding and insurance as required by 25 Code of Regulations 7100, and Section 6505.1 of the Government Code.
3. Recordkeeping as required by 25 Code of Regulations 7102.
4. Program income requirements of 25 Code of Regulations 7104.
5. Financial management in conformance with the requirements of 25 Code of Regulations 7106.
6. Financial reporting as required by 25 Code of Regulations 7108.
7. Performance reports as required by 25 Code of Regulations 7110.
8. Any revisions pursuant to 25 Code of Regulations 7114.
9. The grant closeout procedures of 25 Code of Regulations 7116.
10. Property management and procurement in conformance with 25 Code of Regulations Sections 7118 and 7120.
11. Audit requirements of 25 Code of Regulations 7122. The City/County of shall be responsible for the following exceptions to the contract management requirements:

IV. Grant Implementation

The City/County of _____ shall be responsible for the implementation of the program contained in the grant application for the State Community Development Block Grant funds. These responsibilities, except as noted below in subparagraph IV.b, include but are not limited to:

1. Citizen participation as required by 25 Code of Regulations 7080 and the Housing and Community Development Act of 1974, including amendments.
2. Environmental reviews as required by 25 Code of Regulations 7082.
3. Labor standards as required by 25 Code of Regulations 7088 and 7096.
4. Program design, work write-ups, bid processes, change orders, inspections, construction management and other related program implementation steps required for the successful completion of the program.

5. All other program requirements as set forth in Subchapter 2 of Chapter 7 of Title 25 of the Code of Regulations (the State Community Development Block Grant Program regulations).

b. The City/County of _____ shall be responsible for the following exceptions to the contract management requirements:

V. Additional Responsibilities

In addition to the aforesaid delegations of responsibilities, the parties hereto, pursuant to Section 6504 of the Government Code, also agree as follows:

VI. Personnel

Personnel used in the implementation of the program shall be employees of _____ and under the supervision of _____ for the sole purpose of accomplishing the tasks set forth in the application for the State Community Development Block Grant funds.

VII. Use of Property, Equipment, and Utilities

a. The City/County of _____ shall provide the following property, equipment and utilities for use by the City/County of _____ for the purpose of implementing the State Community Development Block Grant Program:

b. Pursuant to Government Code Section 6505.1, the following shall have charge of, handle, or access to the property or equipment set forth above (name persons if so desired):

VIII. Duration of this Agreement

This agreement shall be effective upon the date the applicant receives notice from the State that the application has been funded. The City/County of _____ shall be responsible for the execution of all grant documents necessary for the administration of the program. This agreement shall remain in affect until such time as the grant agreement has been successfully closed out by the State.

In the event the joint Block Grant Application is not funded, this agreement shall be null and void and have no legal affect.

IX. Disposition of Acquired Property or Assets

All property, real or personal, acquired during the administration of this program shall be disposed of in accordance with the provisions of Title 25 of the Code of Regulations,

Sections 7116 and 7118. Any surplus funds contributed to the program by the parties to this agreement and remaining on hand after the completion of the program shall be returned in proportion to the contributions made.

X. Amendments

Any amendments or modifications to this agreement must have the prior approval of the State and may not materially affect the State's responsibilities for administering this program.

XI. Assurances

Both parties to this agreement agree to be bound by any and all assurances required pursuant to 25 Code of Regulations, Section 7070(c)(3).

XII. This agreement shall be accompanied by certified resolutions from each party authorizing its execution.

XIII. Additional Provisions

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed and attested by their proper officer hereunder, duly authorized, and their official seals to be hereto affixed, as of the day and year first above written.

Name Name

Title Title

Date Date

City/County of _____ City/County of _____

APPROVED

Name Date
State Department of Housing and Community Development

COMPLIANCE WITH OMB CIRCULAR A-133

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

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

The _____ (name of entity) has expended more than \$500,000 in Federal funds in fiscal year 2007/2008 and is required to conduct a single audit or program specific audit for this year in accordance with the provisions of OMB Circular A-133.

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

The audit has not been completed. It is anticipated that the audit will be completed and submitted to the appropriate control agency by: _____ (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 _____, (name of entity) that the above is a true and accurate statement.

(Printed name and title)

(Signature)

(Date signed)

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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

(INSERT GRANTEE NAME HERE)



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

1.a Applicant Information

Applicant Name: _____ DUNS # _____

Address: _____

City: _____ State: _____ Zip Code: _____

County: _____

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

1.b Authorized Representative Information (Per Resolution)

First Name: _____ Last Name: _____

Job Title: _____

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: _____ Ext.: _____ Fax: _____

E-mail: _____

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: _____ Last Name: _____

Name of Agency: _____ Job Title: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____ Ext.: _____ Fax: _____

E-mail: _____

2. Requested Funding By Activity				
Activity	Activity Amount Requested (\$)	Activity Delivery Amount Requested (\$)	Result of CDBG PTA Grant?	Total Amount Requested (\$)
Business Assistance				
Loans	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No PTA #	\$
Grants/Loans Supporting Infrastructure	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No PTA #	\$
Microenterprise Assistance				
Technical Assistance	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No PTA #	\$
General Support	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No PTA #	\$
Loans	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No PTA #	\$
Activity Totals	\$	\$		\$
General Administration (not to exceed 7.5 percent (%))				\$
Total Amount Requested				\$

3. Activity Leverage*				
CDBG Activity¹	Name of Source²	Type of Leverage³	Type of Documentation⁴	Amount of Leverage (\$)⁵
General Administration				
Business Assistance				
Business Assistance Activity Delivery				
Microenterprise Assistance				
Microenterprise Activity Delivery				
TOTAL				

Notes:

* 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.

4. Location Of Activities – U.S. Census		
Name of CDBG Activity	Is Activity Jurisdiction-Wide or Target Area <i>(check one below)</i>	Census Tract Numbers (all applications) and Block Group Numbers (for target area activities only). Attach a map showing the Target Area and Census Tract and Block Group information. Label this attachment as "Census Data Attachment" in Section 1 Application Summary Attachment, Census Data Attachment.
Business Assistance		
Business Loans	<input type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	
Public Infrastructure	<input type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	
Microenterprise Assistance		
Technical Assistance	<input 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 type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	

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

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

6. Proposed Business Assistance Activity (S) National Objective			
<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			

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

7. Proposed Business Assistance Activity (S) Public Benefit

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

Not Applicable

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

8. Proposed Microenterprise Assistance Activity (S) Projected Beneficiaries

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

Not Applicable

Activity	Amount of CDBG Funds	# of TIG Clients Served	# of Business Start-ups	# of Businesses Expanded
Microenterprise Assistance – TIG				

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	
Clients receiving technical assistance and business support	
Clients completing Program	
Clients receiving General Support	
Business start-ups	
CDBG loans to microenterprises	
Business expansions	
Non-CDBG loans to microenterprises	

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			
Senate			
Congress			
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 type="checkbox"/> Other (specify):

12. Hold Out Status of Applicant

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

Yes No

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

Yes No

13. Growth Control Compliance

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

Yes If Yes, see note below No

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

14. Housing Element Compliance

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

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

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

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

Yes

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

15. Maps

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

1. Yes, a location map is attached. Label the attachment as "*Location Map Attachment: Section 1-1.5*"

No, the proposed activity is jurisdiction wide.

Note: A location map must include:

- a. The number and boundaries of census tract(s) or enumeration districts(s) within which CDBG funds will be spent;
- b. The general location of the proposed activities, including geographic; the boundaries of the target or service areas covered by each activity; and
- a. Attach census tape printouts showing income levels for targeted area.

2. Yes, an Ethnic/TIG Map is attached. Label the attachment as "*Ethnic/TIG Map/ Attachment: Section 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 City/County of _____ that the activities proposed in this application for State Community Development Block Grant funds are exempt from environmental review requirements under NEPA because they are defined as exempt activities in 24 CFR Part 58.34. The activity(s) judged exempt consist(s) of:

List each Exempt Activity with a Brief Description	NEPA Citation 58.34 (a) (3)
1. General Administration	
2.	
3.	
4.	
_____	_____
Printed Name of Authorized Official	Signature
_____	_____
Title	Date

FORM 58.6

ACTIVITY DESCRIPTION FOR EACH PROPOSED EXEMPT ACTIVITY:

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

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

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

STATUTES and REGULATIONS listed at 24 CFR 58.6

FLOOD DISASTER PROTECTION ACT

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

() No: Cite Source Document:

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,

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

Preparer Signature / Print Name /Date

Responsible Entity Official Signature / Print Name / Date

17. Official (s) Authorized to Sign Application

Name: _____

Title: _____

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

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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	%
2.	Annual Average Unemployment Rate	%
3.	Adverse Economic Event	<input 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 type="checkbox"/>	<input type="checkbox"/>
Presidential Declaration of Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Federally Designated Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Governor's Declaration of Disaster	<input type="checkbox"/>	<input type="checkbox"/>
State of California Designated Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of methodology used for determining job loss.	<input type="checkbox"/>	<input type="checkbox"/>
Percentage (%) of documented civilian labor force job loss.	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of jobs lost resulting from the event.	<input type="checkbox"/>	<input type="checkbox"/>

2.0 Local Program Capacity

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

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

2.1 Past Performance Forms Fiscal Year 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:	Grant #:
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
Business Assistance Loan Program	Microenterprise Assistance Activity
<input type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Business Loans <input type="checkbox"/> Technical Assistance and Loans
Activity Budget: <input type="checkbox"/> Business Loans: \$ <input type="checkbox"/> Public Infrastructure: \$	Activity Budget: <input type="checkbox"/> Technical Assistance: \$ <input type="checkbox"/> Business Loans: \$
Funds: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$ <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:

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

2.1 Performance on Past CDBG ED Grants – 2006 - 2007	
Grantee:	Grant #:
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
Business Assistance Loan Program	Microenterprise Assistance Activity
<input type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Business Loans <input type="checkbox"/> Technical Assistance and Loans
Activity Budget: <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:

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

2.1 Performance on Past CDBG ED Grants – 2007 - 2008	
Grantee:	Grant #:
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
Business Assistance Loan Program	Microenterprise Assistance Activity
<input type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance Loans <input type="checkbox"/> Business Loans <input type="checkbox"/> Technical Assistance and Loans
Activity Budget: <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:

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

2.2 Relative Strength of Basic Program Design

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	Private (specify)	Other (specify)
Business Loans							
Infrastructure							
Activity Delivery							
General Administration							
Other (specify)							
TOTAL (\$)							

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.

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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

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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	%
2. Annual Average Unemployment Rate	%
3. Adverse Economic Event	<input 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 type="checkbox"/>	<input type="checkbox"/>
Presidential Declaration of Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Federally Designated Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Governor's Declaration of Disaster	<input type="checkbox"/>	<input type="checkbox"/>
State of California Designated Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of methodology used for determining job loss.	<input type="checkbox"/>	<input type="checkbox"/>
Percentage (%) of documented civilian labor force job loss.	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of jobs lost resulting from the event.	<input type="checkbox"/>	<input type="checkbox"/>

2.0 Local Program Capacity

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

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

2.1 Past Performance Forms Fiscal Year 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:	Grant #:
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
Business Assistance Loan Program	Microenterprise Assistance Activity
<input type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Business Loans <input type="checkbox"/> Technical Assistance and Loans
Activity Budget: <input type="checkbox"/> Business Loans: \$ <input type="checkbox"/> Public Infrastructure: \$	Activity Budget: <input type="checkbox"/> Technical Assistance: \$ <input type="checkbox"/> Business Loans: \$
Funds: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$ <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:

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

2.1 Performance on Past CDBG ED Grants – 2006 - 2007	
Grantee:	Grant #:
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
Business Assistance Loan Program	Microenterprise Assistance Activity
<input type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Business Loans <input type="checkbox"/> Technical Assistance and Loans
Activity Budget: <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:

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

2.1 Performance on Past CDBG ED Grants – 2007 - 2008	
Grantee:	Grant #:
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
Business Assistance Loan Program	Microenterprise Assistance Activity
<input type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance Loans <input type="checkbox"/> Business Loans <input type="checkbox"/> Technical Assistance and Loans
Activity Budget: <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:

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

2.2 Relative Strength of Basic Program Design

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)	Other (specify)
Business Loans							
Infrastructure							
Activity Delivery							
General Administration							
Other (specify)							
TOTAL (\$)							

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.

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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

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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

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