

TO: All Eligible Jurisdictions and Interested Parties

DATE: June 19, 2002

**SUBJECT: 2002-03 Economic Development Allocation Over-The-Counter and
Enterprise Fund Application Workshops**

Purpose of this memo:

This memo is an invitation to all eligible jurisdictions and interested parties to attend the 2002-03 Community Development Block Grant (CDBG) Economic Development Over the Counter and Enterprise Fund application workshops. The dates, locations and agenda for the five workshop sessions are shown on the following pages.

Workshop contents

These workshops provide information to eligible jurisdictions and interested parties about the availability of funds and how to prepare the application package.

Who should attend?

These workshops are most important to those jurisdictions intending to submit an Economic Development Over the Counter and/or Enterprise Fund application in the FY 2002-03 funding round. Jurisdictions and interested parties should plan to attend the workshop in their region.

Travel to these workshops is an allowable CDBG expense under general administration.

EDBG Field Representatives from each region will be available for consultation at the workshops.

For further information:

Contact the CDBG-ED program Secretary at (916) 263-0484 or your ED Regional Representative. The agenda, directions and location information will be posted on our website at <http://www.hcd.ca.gov/ca/cdbg/>.

**Schedule of Economic Development
2002-2003
Enterprise Fund \ OTC Application Training**

Date		Location
Wednesday, July 10 th	Sacramento	Health & Human Services Agency Data Center 9323 Tech Center Dr, Suite 100
Tuesday, July 16 th	San Diego	San Diego State Building 1350 Front Street, Room B-107
Thursday, July 18th	Visalia	Tulare Workforce Investment Department 4025 West Noble St, Second floor
Tuesday, July 30th	Eureka	Office of Education 901 Myrtle Ave, Sequoia Room A & B
Thursday, August 1st	Weed	Lake Shastina Golf Resort 5925 Country Club Drive

For further information:

Please check our website <http://www.hcd.ca.gov/ca/cdbg/> or contact the CDBG Program Secretary at (916) 263-0485 or your CDBG Field Representative.

**2002-2003
ENTERPRISE FUND \OTC APPLICATION TRAINING**

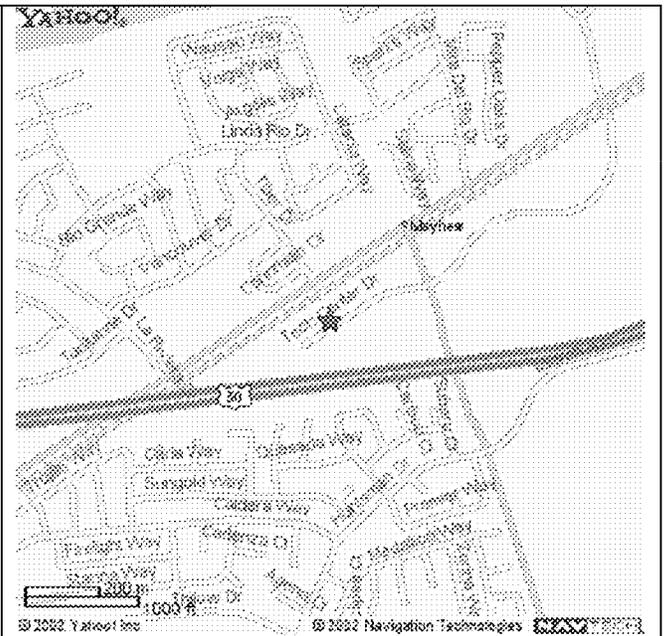
Sacramento

Wednesday, July 10, 2002

**Health & Human Services Training Center
9323 Tech Center Dr, Ste 100
Sacramento, CA**

Parking: Free parking available near building.

Facility Phone Number: (916) 739-7502



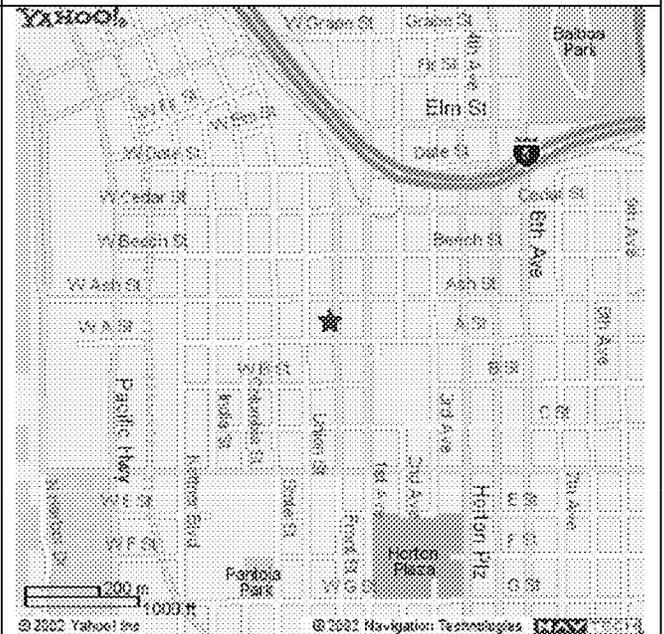
San Diego

Tuesday, July 16, 2002

**San Diego State Building
1350 Front Street, Room B-107
San Diego, CA**

Parking: Metered street parking near building and parking lots (\$5-\$8 per day).

Facility Phone Number: (619) 525-4487



Visalia

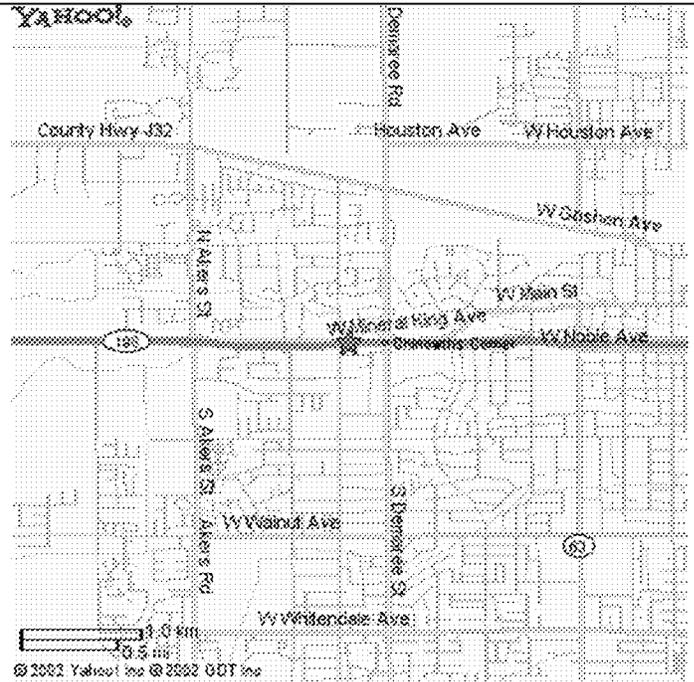
Thursday, July 18, 2002

Tulare County WID
4025 W. Noble Street, Second Floor
Visalia, CA

Parking: Free

Facility Phone Number: (559) 713-5200

Take Akers exit, West Noble is frontage road. WID is at the corner of West Noble and Chinowith across the street from the Von's Shopping Center.



Eureka

Tuesday, July 30th, 2002

Office of Education
901 Myrtle Ave, Sequoia Room A & B
Eureka, CA

Parking: Free street and lot parking near the building.

Facility Phone Number: (707) 445-7000



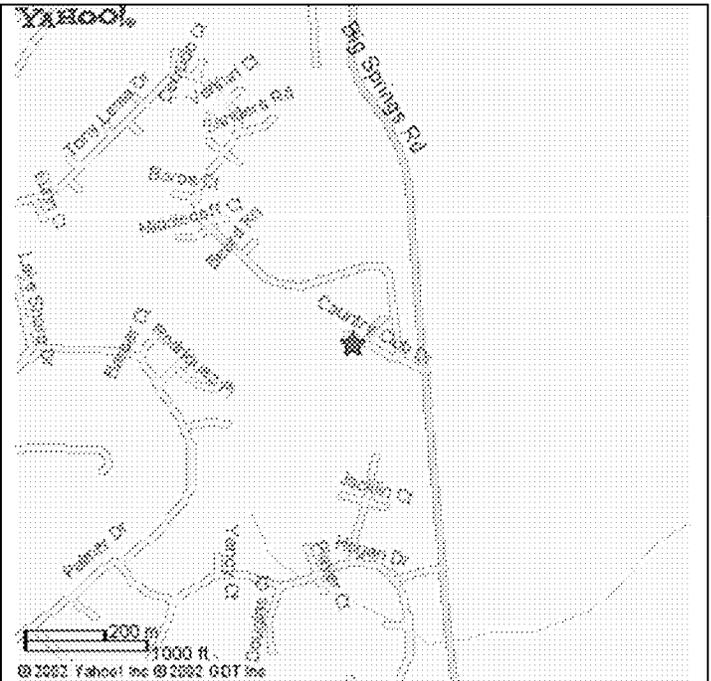
Weed

Thursday, August 1st, 2002

Lake Shastina Golf Course
5925 Country Club Drive
Weed, CA

Parking: Free parking near building

Facility Phone: (530) 938-3201



ENTERPRISE FUND \ OVER THE COUNTER APPLICATION WORKSHOP AGENDA

8:30 a.m.

Registration

9:00 a.m.

Introductions

Over the Counter Application

9:15 a.m.

Application Preparation

- Application Submittal
- Review
- Funding Process

10:00 a.m.

Break

10:15 a.m.

Project Design

- Sample projects
- Questions and Answers

11:00 a.m.

Lunch on your own

Enterprise Fund Application

12:00 Noon

Overview of Application

- Application Summary Form
- Activity Description Form
- Business Assistance
- Microenterprise Assistance
- Resolutions
- Statements of Assurances

1:15 p.m.

Break

1:30 p.m.

Scoring

- Need for Program
- Local Capacity
- Program Effectiveness

3:00 p.m.

Questions/ Answers/Proposed Regulatory Changes

4:00 p.m.

Evaluation/ Adjournment