

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
FINANCIAL ASSISTANCE DIVISION**

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**CDBG MANAGEMENT MEMORANDUM**  
**Community Development Block Grant Program Memorandum Number 07-02**

**TO: Eligible Jurisdictions and Interested Parties DATE: 02/07/07**

**SUBJECT: Announcement of an Economic Development Over-the-Counter (OTC) Workshop**

**Purpose of this Memorandum:**

This memorandum is an invitation to all eligible jurisdictions and interested parties to attend a one-day workshop offered by the State Community Development Block Grant (CDBG) Program, Economic Development Allocation.

**Workshop Description:** "The Art of the Deal: Guidelines for Developing a Successful Over-the-Counter Project."

**Date and Location:** March 1, 2007  
The Mendocino Room  
Mendocino Private Industry Council Building  
631 S. Orchard Avenue  
Ukiah, CA 95842

**Time:** The workshop will open for registration at 8:00 a.m. and begin at 8:30 a.m. The workshop will adjourn at 4:00pm, but staff will be available to meet with you after the workshop.

Putting together a successful OTC project can be both rewarding and challenging. This session is designed to walk participants through the *ins* and *outs* of putting together a successful OTC deal. Topics will include:

- Structuring the public and private funding aspects of the deal
- Conforming to CDBG guidelines
- Evaluating project readiness
- Project analysis and basic underwriting guidelines
- Elements of a complete pre-application and application for funding

Participants will have the opportunity to evaluate and discuss sample case studies.

The session instructors will be CDBG program staff/OTC specialist David Nelson and Chuck Wolfe, Principal of Claggett Wolfe Associates and technical advisor to HCD Financial Assistance Division's CDBG program.

**Who should attend?**

The “*Art of the Deal and Over the Counter Application*” workshop is most important to those jurisdictions intending to submit an Economic Development Over the Counter application in the Fiscal Year 2007-08 funding round.

Travel to this workshop is an allowable CDBG expense under general administration. An Economic Development Representative will be available for consultation at the workshop.

**For further information:**

Contact the CDBG Economic Development Administrative Assistant at (916) 552-9398 or your CDBG Economic Development Representative.

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# **REGISTRATION FORM**

## **Community Development Block Grant Program Economic Development Workshop March 1, 2007**

**Please complete this registration form and fax it to (916) 327-8823,  
Attention: David Nelson**

**YOUR NAME AND THE NAME OF YOUR ORGANIZATION:**

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

The number of people that will attend the “*The Art of the Deal and Over-The-Counter Application*” session on March 1, 2007: \_\_\_\_\_