

**2012 CDBG APPLICATION**  
**Application Summary**

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Application submitted by: County of Glenn (jurisdiction)

*\*Click on the box, drop-down menu or text box to enter information.*

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Joint Powers Agreement/MOU (if applicable)	N/A	NA
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A. Application Information

Jurisdiction Name: County of Glenn

DUNS #: 797375367

Address: 420 E. Laurel Street

EIN/TIN #: 94-6000691

City: Willows State: CA Zip Code: 95988

Is this application being submitted on behalf of more than one jurisdiction?

NO

YES Complete the following. (Please note that the implementation of a Joint Powers Agreement or Memorandum of Understanding between the applicants is required.)

Second Jurisdiction's Name: \_\_\_\_\_

Address: \_\_\_\_\_

JPA or MOU on Page: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

B. Authorized Representative Information (per the Resolution)

Name: Scott Gruendl Title: Director

Phone: 530-934-1414 Ext: \_\_\_\_\_ FAX: 530-934-6521

E-mail: sgruendl@hra.co.glenn.ca.us

Check here if address information is the same as above; if not, fill in information below.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: Radyn Krause



Date: 4/4/12

Chief Deputy Director  
Designee for Scott Gruendl

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**C. Jurisdictional Contact Information (must be jurisdiction staff)**

Check here if address and contact person is the same as the Authorized Representative information is the same as above; if not, fill in information below.

Name: Suzi Kochems Title: Administrative Services Officer

Agency: Glenn County Human Resource Agency

Address: 420 E. Laurel Street

City: Willows State: CA Zip Code: 95988

Phone: 530-934-1466 E-mail: skochems@hra.co.glenn.ca.us FAX: 530-934-6521

**D. Legislative Representative Information**

	District #	First Name	Last Name
Assembly	<u>2</u>	<u>Jim</u>	<u>Nielsen</u>
Senate	<u>4</u>	<u>Doug</u>	<u>LaMalfa</u>
Congress	<u>2</u>	<u>Wally</u>	<u>Herger</u>
	District #	First Name	Last Name
Assembly	_____	_____	_____
Senate	_____	_____	_____
Congress	_____	_____	_____
	District #	First Name	Last Name
Assembly	_____	_____	_____
Senate	_____	_____	_____
Congress	_____	_____	_____
	District #	First Name	Last Name
Assembly	_____	_____	_____
Senate	_____	_____	_____
Congress	_____	_____	_____

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# 2012 CDBG APPLICATION

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### APPLICATION SUMMARY - Forms

#### E. Requested Funding for All Proposed Activities

*Note: See instructions for funding limitations.*

Activity	Amount Requested	Activity Administrator	Target Populations* <small>*use list below for Target ID #s</small>	Result of PTA grant / Phase of previously funded activity?
----------	------------------	------------------------	--	--

#### GENERAL ADMINISTRATION (TOTAL)

(Maximum of 7.5% of total funding requested)	<b>\$ 142,500</b>	<input checked="" type="checkbox"/> Applicant Staff <input type="checkbox"/> Other <input type="checkbox"/> Combination		
--	-------------------	---	--	--

#### ACTIVITIES (UP TO 3 TOTAL ALLOWED)

**Activity Name:** Public Improvements Project (Hamilton City Storm Drainage System)

Activity Amount	\$ 1,276,500	<input checked="" type="checkbox"/> Applicant Staff <input type="checkbox"/> Other <input type="checkbox"/> Combination	Target I.D. #: <u>7</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Grant # <u>08-PTAG-5359</u>
Activity Delivery	\$ 111,000		Proposed # of Beneficiaries: <u>1,903</u>	
<b>Activity TOTAL</b>	<b>\$ 1,387,500</b>			

**Activity Name:** Microenterprise Technical Assistance

Activity Amount	\$ 235,875	<input type="checkbox"/> Applicant Staff <input type="checkbox"/> Other <input checked="" type="checkbox"/> Combination	Target I.D. #: <u>7</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Grant # _____
Activity Delivery	\$ 41,625		Proposed # of Beneficiaries: <u>22</u>	
<b>Activity TOTAL</b>	<b>\$ 277,500</b>			

**Activity Name:** PTA-Hamilton City Community Needs Survey and Analysis

Activity Amount	\$ 32,375	<input type="checkbox"/> Applicant Staff <input type="checkbox"/> Other <input checked="" type="checkbox"/> Combination	Target I.D. #: <u>7</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Grant # _____
Activity Delivery	\$		Proposed # of Beneficiaries: <u>1,903</u>	
<b>Activity TOTAL</b>	<b>\$ 32,375</b>			

**Activity Name:** PTA-Hamilton City Community Center Feasibility Study

Activity Amount	\$ 60,125	<input type="checkbox"/> Applicant Staff <input type="checkbox"/> Other <input checked="" type="checkbox"/> Combination	Target I.D. #: <u>7</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Grant # _____
Activity Delivery	\$		Proposed # of Beneficiaries: <u>1,903</u>	
<b>Activity TOTAL</b>	<b>\$ 60,125</b>			

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<b>Activity Name:</b> _____				
Activity Amount	\$	<input type="checkbox"/> Applicant Staff <input type="checkbox"/> Other <input type="checkbox"/> Combination	Target I.D. #: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Grant # _____
Activity Delivery	\$		Proposed # of Beneficiaries: _____	
<b>Activity TOTAL</b>	\$			
<b>Activity Name:</b> _____				
Activity Amount	\$	<input type="checkbox"/> Applicant Staff <input type="checkbox"/> Other <input type="checkbox"/> Combination	Target I.D. #: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Grant # _____
Activity Delivery	\$		Proposed # of Beneficiaries: _____	
<b>Activity TOTAL</b>	\$			
<b>Activity Name:</b> _____				
Activity Amount	\$	<input type="checkbox"/> Applicant Staff <input type="checkbox"/> Other <input type="checkbox"/> Combination	Target I.D. #: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Grant # _____
Activity Delivery	\$		Proposed # of Beneficiaries: _____	
<b>Activity TOTAL</b>	\$			
<b>Activity Name:</b> _____				
Activity Amount	\$	<input type="checkbox"/> Applicant Staff <input type="checkbox"/> Other <input type="checkbox"/> Combination	Target I.D. #: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Grant # _____
Activity Delivery	\$		Proposed # of Beneficiaries: _____	
<b>Activity TOTAL</b>	\$			

\$ 1,900,000

◀ TOTAL Funding Requested  
(\$2,000,000 Maximum including General Admin.)

In the column **Target Populations** above, enter the **primary** number(s) that correspond to the target population(s) that each activity will specifically address. For example, a homeless shelter will most likely serve many target populations shown, but the **primary** target population will be the homeless.

- |                        |                       |                                  |
|------------------------|-----------------------|----------------------------------|
| 1. Physically Disabled | 7. Families           | 13. Victims of Domestic Violence |
| 2. Persons with AIDS   | 8. Farmworkers        | 14. Dually Diagnosed             |
| 3. Youths              | 9. Seniors            | 15. Prevent Homelessness         |
| 4. Single Adults       | 10. Mentally Ill      | 16. Help the Homeless            |
| 5. Single Men          | 11. Veterans          | 17. Help those with HIV/AIDS     |
| 6. Single Women        | 12. Substance Abusers | 18. Other                        |

See Following Page to List Native American or Colonia Activities

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**SECTION 504 SELF-EVALUATION**

**SECTION 504 SELF-EVALUATION**      Applicant: County of Glenn

AREAS DISCUSSED	PROBLEMS	MODIFICATIONS MADE
<p><u>COMMUNICATIONS: (Program Publicity)</u></p> <p>Public Notices and ads in newspaper?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Public Service Announcements?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Posters or fliers?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Letters to homeowners in area?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Informational public meetings?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Interpreters, readers, or TDD's available upon request?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Equal Opportunity statement in ads, fliers, letters?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p>		
<p><u>EMPLOYMENT:</u></p> <p>Does the City make reasonable accommodation to known physical or mental limitations of qualified applicants or employees with handicaps?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Pre-employment inquiries and tests do not screen out handicapped persons?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p>		
<p><u>PROGRAM ACCESSIBILITY:</u></p> <p>Are City/County facilities accessible to and usable by individuals with handicaps (for example: ramps, space at meetings)?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Handicap modifications offered in rehabilitation program?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Handicapped individuals with limited mobility assisted with applications at their homes?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p>		
<p><u>ENFORCEMENT - Evaluate how policies meet 504 requirements:</u></p> <p>Statement of Assurances in grant applications?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Non-discrimination clause in deed of trust?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Names of Advisors on Handicapped issues: <u>Suzi Kochems/CRC</u></p> <p>City/County has procedures for complaints?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p> <p>Is log maintained of any complaints?      <input checked="" type="radio"/> yes / <input type="radio"/> no</p>		

Name of Section 504 Coordinator: Suzi Kochems, Civil Rights Coordinator

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

Date Signed: 4/2/12

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**THRESHOLD REQUIREMENTS - Forms**

The Department will review each application to determine whether the application meets all of the eligibility threshold criteria. Applications that meet all of the threshold criteria will be eligible to be rated and ranked.

		*Click on the check or text boxes to enter information.	
	Yes	No	
<b>A.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b><u>Debarment</u></b></p> <p>Is the applicant jurisdiction on the Federal Excluded Parties List (<a href="http://www.epls.gov">www.epls.gov</a>)?</p> <ul style="list-style-type: none"> <li>➤ If Yes, the applicant is <u>not eligible</u> to receive federal funding.</li> <li>➤ No.</li> </ul> <p>The applicant has included a copy of the search on page(s): <u>11</u></p>
<b>B.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Housing Element Compliance</u></b></p> <p>Does applicant have a Housing Element in compliance with CDBG requirements as of the application submittal deadline?</p> <p>If No, then the applicant is <u>not eligible</u> to receive funding. The Department will verify CDBG compliance with HPD as of April 6, 2012.</p>
<b>C.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b><u>Growth Control</u></b></p> <p>Has the applicant jurisdiction enacted limitations on residential construction, which includes limitations other than establishing agricultural preserves, or limitations imposed by another agency, or limitations not based on a health and safety need?</p> <ul style="list-style-type: none"> <li>➤ If No, skip to next section.</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	<p>If yes, do these limitations meet any of the exceptions found in State CDBG Program Regulations, Section 7056(b)(2)(B)?</p> <ul style="list-style-type: none"> <li>➤ If "Yes" to the exceptions, the applicant has included a copy of the limitation with this application on page(s): _____</li> <li>➤ If "No" to the exception, the applicant jurisdiction is <u>not eligible</u> to receive federal funding.</li> </ul>
<b>D.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Statement of Assurances</u></b></p> <p>Applicant has included the correct version (revised 2012) of the Statement of Assurances, signed by the <b><u>chief executive officer</u></b> of the applicant jurisdiction.</p>
<b>E.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Compliance with OMB Circular A-133</u></b></p> <p>Applicant has included a signed OMB Certification.</p>

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**THRESHOLD REQUIREMENTS - Forms**

*\*Click on the check or text boxes to enter information.*

	Yes	No	
F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Citizen Participation</u></b></p> <p>Applicant has met all the Public Hearings/Citizen Participation requirements, such as:</p> <ul style="list-style-type: none"> <li>• Public notices published in a local newspaper announcing the public hearings and containing the required information, as stated in the CDBG Grant Management Manual.</li> <li>• At least one public hearing was held during the program design phase of the application. <ul style="list-style-type: none"> <li>➢ Design Hearing was <u>published/posted</u> on <u>July 9, 2011</u> ; and, <ul style="list-style-type: none"> <li>○ Documentation is included on page(s): <u>33</u></li> </ul> </li> <li>➢ Design Hearing was <u>held</u> on <u>July 19, 2011</u> ; and <ul style="list-style-type: none"> <li>○ Documentation is included on page(s): <u>34-36</u></li> </ul> </li> </ul> </li> <li>• At least one public hearing was held to approve submittal of the application. <ul style="list-style-type: none"> <li>➢ Application Submittal Hearing was <u>published/posted</u> on <u>February 25, 2012</u> ; and, <ul style="list-style-type: none"> <li>○ Documentation is included on page(s): <u>37-38</u></li> </ul> </li> <li>➢ Application Submittal Hearing was <u>held</u> on <u>March 6, 2012</u> ; and, <ul style="list-style-type: none"> <li>○ Documentation is included on page(s): <u>39-42</u></li> </ul> </li> </ul> </li> <li>• Sign-in sheets and all documentation are in the public information file and available for review and monitoring; <u>and</u>,</li> <li>• Written comments received during the public hearing process are included with the application along with any responses on page(s): <u>NA</u></li> </ul>



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**THRESHOLD REQUIREMENTS - Forms**

		*Click on the check or text boxes to enter information.
	Yes	No
<b>G.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b><u>Resolution(s) of the Governing Body</u></b></p> <p>Applicant has included a Resolution (sample in Appendix I) that:</p> <ul style="list-style-type: none"> <li>• Is an original or an original certified copy; <u>and</u></li> <li>• Authorizes submission of the application; <u>and</u></li> <li>• Approves the application's contents (funding requested, activities, committed leverage, etc.); <u>and</u></li> <li>• Authorizes the execution of a grant agreement, and any amendments thereto, if funded; <u>and</u></li> <li>• Designates a person (by name and title) authorized to enter into an agreement, if funded; <u>and</u></li> <li>• Designates persons (by names and titles) authorized to sign all reports, Funds Requests and other program-supporting documentation.</li> </ul>		

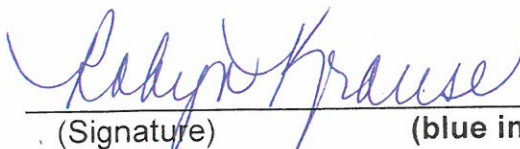
After the application due date, the Department will not consider unsolicited information from an applicant. However, the Department may contact an applicant to clarify an item in the application. Applicants should note that the Department will not seek clarification of items or responses that improve the substantive quality of the applicant's response to any eligibility or selection criterion.

I certify on behalf of the County of Glenn (name of entity) that the Threshold information provided is true and accurate.

Authorized Representative (per the Resolution):

Scott Gruendl  
(Printed/Typed Name)

Director/Glenn County HRA  
(Title)

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

03/23/12  
(Date signed)

Chief Deputy Director  
Designee for Scott Gruendl



# EPLS

Excluded Parties List System

**Search Results Excluded By  
Firm, Entity, or Vessel : County of Glenn  
Firm, Entity, or Vessel : Glenn County  
Firm, Entity, or Vessel : Glenn County, California  
as of 01-Mar-2012 2:45 PM EST**

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**Your search returned no results.**

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STATE OF CALIFORNIA - BUSINESS, TRANSPORTATION AND HOUSING AGENCY  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF HOUSING POLICY DEVELOPMENT

1800 Third Street, Suite 430  
P. O. Box 952053  
Sacramento, CA 94252-2053  
(916) 323-3177 / FAX (916) 327-2543  
[www.hcd.ca.gov](http://www.hcd.ca.gov)

RONOLD SCHWARZENEGGER Governor



RECEIVED

NOV 13 2010

F B PWA

December 9, 2010

Mr. John Linhart, Director  
Planning and Public Works Agency  
County of Glenn  
125 S. Murdock Avenue  
Willows, CA 95988

Dear Mr. Linhart:

**RE: Review of the County of Glenn's Revised Adopted Housing Element**

Thank you for submitting Glenn County's housing element adopted November 2, 2010 and received for review on November 12, 2010. The Department is required to review adopted housing elements and report the findings to the locality pursuant to Government Code Section 65585(h).

As you know, the Department's September 22, 2010 review found the draft revisions to the adopted element addressed the statutory requirements of housing element law. For example, the revised element identified adequate sites to accommodate the County's regional housing need for lower-income households demonstrated by Programs HE.O.1 and HE.G.1.1 to rezone by November 2, 2011 at least 10.5 acres to Multiple Family Residential (RM) with minimum densities of 16 units per acre. As the November element is substantially the same as the revised element, the Department is pleased to find the element in full compliance with State housing element law (Article 10.6 of the Government Code).

The Department appreciates the County's efforts to address its housing needs, including commitment to promote a variety of housing types such as increasing higher density capacity and establishing minimum densities. These efforts will promote housing for lower-income families and workers while maximizing land resources and preserving open space and agricultural lands. The Department looks forward to following Glenn County's progress in rezoning higher-densities (HE.G.1.1 and HE.O.1) through the annual progress report pursuant to Government Code Section 65400.

The Department is pleased to report the County now meets specific requirements for several State funding programs designed to reward local governments for compliance with State housing element law. For example, the Housing Related Parks Program (HRPP), Local Housing Trust Fund and the Building Equity and Growth in Neighborhoods (BEGIN) programs include housing element compliance either as a threshold or competitive factor in rating and ranking applications. Additional information about these and other programs is available on the Department's website at

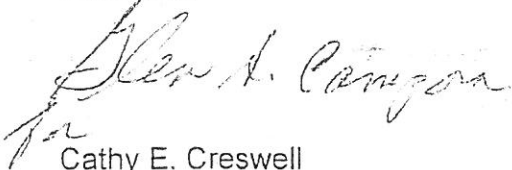
[http://www.hcd.ca.gov/hpd/hrc/plan/he/loan\\_grant\\_hcompl011708.pdf](http://www.hcd.ca.gov/hpd/hrc/plan/he/loan_grant_hcompl011708.pdf).

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In particular, the HRPP, authorized by Proposition 1C, is an innovative new program rewarding local governments for the approval of housing for lower-income households and provides grant funds to eligible local governments for every qualifying housing start, beginning calendar year 2010. More specific information about the HRPP is available on the Department's website at <http://www.hcd.ca.gov/hpd/hrpp/>.

The Department appreciates your efforts and cooperation throughout the course of the review. We wish Glenn County success in implementing the housing element and look forward to following its progress through the General Plan annual progress reports pursuant to Government Code Section 65400. If the Department can provide assistance in implementing the housing element, please contact Paul McDougall, of our staff, at (916) 322-7995.

Sincerely,



Cathy E. Creswell  
Deputy Director

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**STATEMENT OF ASSURANCES (2012) - Forms**

*By checking the boxes, the certifier assures the statements are true.*

**The City/County of Glenn 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,

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STATEMENT OF ASSURANCES (2012) - Forms

- 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,

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STATEMENT OF ASSURANCES (2012) - Forms

- 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.

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STATEMENT OF ASSURANCES (2012) - Forms

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 E of the State's 2011-2012 Annual Plan. The Plan can be found at: Annual Plan Update 2011-2012
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 staff are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System ([www.epls.gov](http://www.epls.gov)). In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is

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2012 NOFA APPLICATION  
Application Summary

STATEMENT OF ASSURANCES (2012) - Forms

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.
22. Compliance with Laws - The jurisdiction will comply with applicable laws.

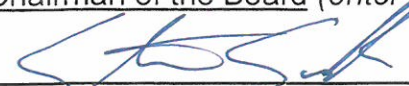
***The Certification is made under penalty of perjury under the laws of the State of California.***

NAME OF CERTIFYING OFFICIAL:

Steven D. Soeth/Glenn County Board of Supervisors (print/type)

CHIEF ADMINISTRATIVE EXECUTIVE:

Chairman of the Board (enter exact title of person signing)

  
Signature (blue ink)

03/03/2012  
Date certified

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**2012 NOFA APPLICATION**  
**Application Summary**

**OMB CIRCULAR A-133 - Forms**

Office of Management and Budget (OMB) Circular A-133 is used 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 statement and certify at the bottom of the page:

The County of Glenn (name of entity) has expended more than \$500,000 in Federal funds in fiscal year 2010/2011 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:

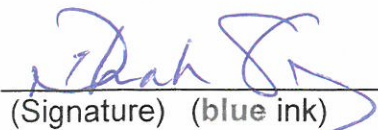
The audit has been completed and has been submitted to the appropriate control agency. (**Proof of submittal must be submitted** with this form and the application. Failure to do so may result in denial of CDBG funding.)

The \_\_\_\_\_ (name of entity) has expended less than \$500,000 in federal funds in fiscal year 2010/2011 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. (**Submit proof of this statement**, such as evidence of sending the exemption letter to SCO, with this form and the application)

I certify on behalf of the County of Glenn (name of entity) that the above is a true and accurate statement.

Deborah Storz  
(Printed/Typed Name of Authorized Representative)

AsstDirector/Glenn County Finance  
(Title)

  
(Signature) (blue ink)

03/30/12  
(Date signed)

FORM SF-SAC (5-18-2010)

U.S. DEPT. OF COMM.— Econ. and Stat. Admin.— U.S. CENSUS BUREAU ACTING AS COLLECTING AGENT FOR OFFICE OF MANAGEMENT AND BUDGET

### Data Collection Form for Reporting on AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS for Fiscal Year Ending Dates in 2010, 2011, or 2012

▶ Complete this form, as required by OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

#### PART I GENERAL INFORMATION (To be completed by auditee, except for Items 6, 7, and 8)

<b>1.</b> Fiscal period ending date for this submission Month Day Year 06 / 30 / 2011	<b>2.</b> Type of Circular A-133 audit 1 <input checked="" type="checkbox"/> Single audit 2 <input type="checkbox"/> Program-specific audit	<b>3.</b> Audit period covered 1 <input checked="" type="checkbox"/> Annual 3 <input type="checkbox"/> Other — <input type="text"/> Months 2 <input type="checkbox"/> Biennial
---	---	--

<b>4. Auditee Identification Numbers</b> <b>a.</b> Primary Employer Identification Number (EIN) 9 4 - 6 0 0 0 6 9 1	<b>d.</b> Data Universal Numbering System (DUNS) Number 0 4 - 0 4 7 - 3 0 9 2
<b>b.</b> Are multiple EINs covered in this report? 1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	<b>e.</b> Are multiple DUNS covered in this report? 1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No
<b>c.</b> If Part I, Item 4b = "Yes," complete Part I, Item 4c on the continuation sheet on Page 4.	<b>f.</b> If Part I, Item 4e = "Yes," complete Part I, Item 4f on the continuation sheet on Page 4.

**5. AUDITEE INFORMATION**

**a.** Auditee name  
COUNTY OF GLENN

**b.** Auditee address (Number and Street)  
516 WEST SYCAMORE STREET  
City  
WILLOWS  
State ZIP + 4 Code  
CA 9 5 9 8 8 -

**c.** Auditee contact  
Name  
STANLEY T. ROZMARYN  
Title  
DIRECTOR OF FINANCE

**d.** Auditee contact telephone  
(530) 934 - 6476

**e.** Auditee contact FAX  
(530) 934 - 6421

**f.** Auditee contact E-mail  
TROZMARYN@COUNTYOFGLENN.NET

**6. PRIMARY AUDITOR INFORMATION (To be completed by auditor)**

**a.** Primary auditor name  
MARCUM LLP

**b.** Primary auditor address (Number and street)  
101 MONTGOMERY STREET SUITE 1900  
City  
SAN FRANCISCO  
State ZIP + 4 Code  
CA 9 4 1 0 4 -

**c.** Primary auditor contact  
Name  
CARMEN WILSON  
Title  
PARTNER

**d.** Primary auditor contact telephone  
(415) 694 - 5141

**e.** Primary auditor contact FAX  
(415) 391 - 2310

**f.** Primary auditor contact E-mail  
CARMEN.WILSON@MARCUMLLP.COM

**g. AUDITEE CERTIFICATION STATEMENT** - This is to certify that, to the best of my knowledge and belief, the auditee has: (1) engaged an auditor to perform an audit in accordance with the provisions of OMB Circular A-133 for the period described in Part I, Items 1 and 3; (2) the auditor has completed such audit and presented a signed audit report which states that the audit was conducted in accordance with the provisions of the Circular; and, (3) the information included in **Parts I, II, and III** of this data collection form is accurate and complete. I declare that the foregoing is true and correct.

**g. AUDITOR STATEMENT** - The data elements and information included in this form are limited to those prescribed by OMB Circular A-133. The information included in Parts II and III of the form, except for Part III, Items 7, 8, and 9a-9g, was transferred from the auditor's report(s) for the period described in Part I, Items 1 and 3, and **is not a substitute** for such reports. The auditor has not performed any auditing procedures since the date of the auditor's report(s). A copy of the reporting package required by OMB Circular A-133, which includes the complete auditor's report(s), is available in its entirety from the auditee at the address provided in Part I of this form. As required by OMB Circular A-133, the information in **Parts II and III** of this form was entered in this form by the auditor based on information included in the reporting package. The auditor has not performed any additional auditing procedures in connection with the completion of this form.

Auditee certification  Date 3/30/2012  
ELECTRONICALLY CERTIFIED

Name of certifying official  
STANLEY T. ROZMARYN

Title of certifying official  
DIRECTOR OF FINANCE

**7a. Add Secondary auditor information? (Optional)**  
1  Yes 2  No

**b.** If "Yes," complete **Part I, Item 8** on the continuation sheet on page 5.

Auditor certification  Date 3/30/2012  
ELECTRONICALLY CERTIFIED

**PART II FINANCIAL STATEMENTS (To be completed by auditor)**

**1. Type of audit report**

Mark either: 1  Unqualified opinion **OR**  
any combination of: 2  Qualified opinion 3  Adverse opinion 4  Disclaimer of opinion

**2.** Is a "going concern" explanatory paragraph included in the audit report? 1  Yes 2  No

**3.** Is a significant deficiency disclosed? 1  Yes 2  No

**4.** Is a material weakness disclosed? 1  Yes 2  No

**5.** Is a material noncompliance disclosed? 1  Yes 2  No

**PART III FEDERAL PROGRAMS (To be completed by auditor)**

**1.** Does the auditor's report include a statement that the auditee's financial statements include departments, agencies, or other organizational units expending \$500,000 or more in Federal awards that have separate A-133 audits which are not included in this audit? (AICPA Audit Guide, Chapter 13) 1  Yes 2  No

**2.** What is the dollar threshold to distinguish Type A and Type B programs? (OMB Circular A-133 § .520(b))

**3.** Did the auditee qualify as a low-risk auditee? (§ .530) 1  Yes 2  No

**4.** Is a significant deficiency disclosed for any major program? (§ .510(a)(1)) 1  Yes 2  No

**5.** Is a material weakness disclosed for any major program? (§ .510(a)(1)) 1  Yes 2  No

**6.** Are any known questioned costs reported? (§ .510(a)(3) or (4)) 1  Yes 2  No

**7.** Were Prior Audit Findings related to **direct** funding shown in the Summary Schedule of Prior Audit Findings? (§ .315(b)) 1  Yes 2  No

**8.** Indicate which **Federal** agency(ies) have current year audit findings related to **direct** funding or prior audit findings shown in the Summary Schedule of Prior Audit Findings related to **direct** funding. (Mark (X) all that apply or None)

- |  |   |  |  |
|--|---|--|--|
| 98 <input type="checkbox"/> U.S. Agency for International Development      | 39 <input type="checkbox"/> General Services Administration               | 89 <input type="checkbox"/> National Archives and Records Administration | 19 <input type="checkbox"/> U.S. Department of State           |
| 10 <input type="checkbox"/> Agriculture                                    | 93 <input type="checkbox"/> Health and Human Services                     | 05 <input type="checkbox"/> National Endowment for the Arts              | 20 <input type="checkbox"/> Transportation                     |
| 23 <input type="checkbox"/> Appalachian Regional Commission                | 97 <input type="checkbox"/> Homeland Security                             | 06 <input type="checkbox"/> National Endowment for the Humanities        | 21 <input type="checkbox"/> Treasury                           |
| 11 <input type="checkbox"/> Commerce                                       | 14 <input type="checkbox"/> Housing and Urban Development                 | 47 <input type="checkbox"/> National Science Foundation                  | 64 <input type="checkbox"/> Veterans Affairs                   |
| 94 <input type="checkbox"/> Corporation for National and Community Service | 03 <input type="checkbox"/> Institute of Museum and Library Services      | 07 <input type="checkbox"/> Office of National Drug Control Policy       | 00 <input checked="" type="checkbox"/> None                    |
| 12 <input type="checkbox"/> Defense  | 15 <input type="checkbox"/> Interior                                      | 59 <input type="checkbox"/> Small Business Administration                | <input type="checkbox"/> Other - Specify: <input type="text"/> |
| 84 <input type="checkbox"/> Education                                      | 16 <input type="checkbox"/> Justice                                       | 96 <input type="checkbox"/> Social Security Administration               | <input type="text"/>   |
| 81 <input type="checkbox"/> Energy   | 17 <input type="checkbox"/> Labor   |  |  |
| 66 <input type="checkbox"/> Environmental Protection Agency                | 09 <input type="checkbox"/> Legal Services Corporation                    |  |  |
|  | 43 <input type="checkbox"/> National Aeronautics and Space Administration |  |  |



**PART III FEDERAL PROGRAMS - Continued**

9. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR				10. AUDIT FINDINGS				
Federal Agency Prefix <sup>1</sup>	CFDA Number Extension <sup>2</sup>	Research and development (c)	Name of Federal program (e)	Amount expended (f)	Direct award (g)	Major program (h)	Type(s) of compliance requirement(s) <sup>5</sup> (a)	Audit finding reference number(s) <sup>6</sup> (b)
(a)	(b)	(c)	(e)	(f)	(g)	(h)	(a)	(b)
1 0	.687	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - CAPITAL IMPROVEMENT AND MAINTENANCE	\$ 18,341 .00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
1 0	.555	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	NATIONAL SCHOOL LUNCH PROGRAM	\$ 33,883 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
1 0	.551	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	FOOD STAMPS	\$ 5,195,381 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	O	N/A
1 0	.561	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - STATE ADMINISTRATIVE MATCHING GRANTS FOR FOOD/STAMP PROGRAM	\$ 530,663 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
1 0	.557	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - SPECIAL SUPPLEMENTAL NUTRITION PROGRAM	\$ 714,381 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
1 0	.665	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	SECURE PAYMENTS FOR STATES AND COUNTIES CONTAINING FEDERAL LANDS	\$ 216,716 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
1 4	.228	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	COMMUNITY DEVELOPMENT BLOCK GRANT	\$ 103,198 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
1 4	.228	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	COMMUNITY DEVELOPMENT BLOCK GRANT	\$ 125,598 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
1 4	.231	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	EMERGENCY SHELTER GRANTS PROGRAM	\$ 47,526 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
1 4	.231	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	FESG HOMELESS PREVENTION	\$ 48,989 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
<b>TOTAL FEDERAL AWARDS EXPENDED</b>				<b>\$ 21,006,961 .00</b>				

<sup>1</sup> See Appendix 1 of instructions for valid Federal Agency two-digit prefixes.  
<sup>2</sup> Or other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available. (See Instructions)  
<sup>3</sup> American Recovery and Reinvestment Act of 2009 (ARRA).  
<sup>4</sup> If major program is marked "Yes," enter only one letter (U = Unqualified opinion, Q = Qualified opinion, A = Adverse opinion, D = Disclaimer of opinion) corresponding to the type of audit report in the adjacent box. If major program is marked "No," leave the type of audit report box blank.  
<sup>5</sup> Enter the letter(s) of all type(s) of compliance requirement(s) that apply to audit findings (i.e., noncompliance, significant deficiency (including material weaknesses), questioned costs, fraud, and other items reported under § 510(a)) reported for each Federal program.  
 A. Activities allowed or unallowed  
 B. Allowable costs/cost principles  
 C. Cash management  
 D. Davis - Bacon Act  
 E. Eligibility  
 F. Equipment and real property management  
 G. Matching, level of effort, earmarking  
 H. Period of availability of Federal funds  
 I. Procurement and suspension and debarment  
 J. Program income  
 K. Real property acquisition and relocation assistance  
 L. Reporting  
 M. Subrecipient monitoring  
 N. Special tests and provisions  
 O. None  
 P. Other  
<sup>6</sup> N/A for NONE

**PART III FEDERAL PROGRAMS - Continued**

9. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR				10. AUDIT FINDINGS					
Federal Agency Prefix 1	CFDA Number Extension 2	Research and development (c)	Name of Federal program (e)	Amount expended (f)	Direct award (g)	Major program (h)	Major program if yes, type of audit report 4 (i)	Type(s) of compliance requirement(s) 5 (a)	Audit finding reference number(s) 6 (b)
(a)	(b)	(c)	(e)	(f)	(g)	(h)	(i)	(a)	(b)
1 4	.239	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	HOME INVESTMENT PARTNERSHIPS PROGRAM	\$ 371,657 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
1 4	.257	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM	\$ 584,885 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
1 4	.871	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	SECTION 8 HOUSING CHOICE VOUCHERS 2005	\$ 45,943 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
1 4	.871	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	SECTION 8 HOUSING CHOICE VOUCHERS 2010	\$ 76,367 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
1 5	.226	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	PAYMENTS IN LIEU OF TAXES	\$ 229,603 .00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
1 5	.659	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	NATIONAL WILDLIFE REFUGE FUND/REVENUE SHARING	\$ 12,690 .00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
1 6	.000	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	DRUG ENFORCEMENT ADMINISTRATION	\$ 10,000 .00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
1 6	.575	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	CRIME VICTIM ASSISTANCE	\$ 105,933 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
1 6	.575	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	CRIME VICTIM ASSISTANCE	\$ 50,824 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
1 6	.575	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	CRIME VICTIM ASSISTANCE	\$ 93,018 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
<b>TOTAL FEDERAL AWARDS EXPENDED</b>				<b>\$ 21,006,961 .00</b>					

1 See Appendix 1 of instructions for valid Federal Agency two-digit prefixes.  
 2 Or other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available. (See Instructions)  
 3 American Recovery and Reinvestment Act of 2009 (ARRA).  
 4 If major program is marked "Yes," enter only one letter (U = Unqualified opinion, Q = Qualified opinion, A = Adverse opinion, D = Disclaimer of opinion) corresponding to the type of audit report in the adjacent box. If major program is marked "No," leave the type of audit report box blank.  
 5 Enter the letter(s) of all type(s) of compliance requirement(s) that apply to audit findings (i.e., noncompliance, significant deficiency (including material weaknesses), questioned costs, fraud, and other items reported under § 510(a)) reported for each Federal program.  
 A. Activities allowed or unallowed  
 B. Allowable costs/cost principles  
 C. Cash management  
 D. Davis - Bacon Act  
 E. Eligibility  
 F. Equipment and real property management  
 G. Matching, level of effort, earmarking  
 H. Period of availability of Federal funds  
 I. Procurement and suspension and debarment  
 J. Program income  
 K. Real property acquisition and relocation assistance  
 L. Reporting  
 M. Subrecipient monitoring  
 N. Special tests and provisions  
 O. None  
 P. Other  
 6 N/A for NONE

**PART III FEDERAL PROGRAMS - Continued**

**9. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR**

Federal Agency Prefix <sup>1</sup>	CFDA Number	Extension <sup>2</sup>	Research and development <sup>3</sup>		A R A <sup>3</sup>	Name of Federal program (e)	Amount expended (f)	Direct award		Major program		Type(s) of compliance requirement(s) <sup>5</sup> (a)	Audit finding reference number(s) <sup>6</sup> (b)
			(c)	(d)				(g)	(h)	(i)			
16	575		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	1 2	CRIME VICTIM ASSISTANCE (PROBATION SPECIALIZED UNITS PROGRAM)	\$ 19,003 .00	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			O	N/A
16	738		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	1 2	EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM	\$ 3,900 .00	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			O	N/A
16	803		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	1 2	ARRA - ADA ENFORCEMENT TEAM	\$ 89,625 .00	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			O	N/A
16	804		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	1 2	ARRA - EVIDENCE-BASED ADULT SUPERVISION	\$ 6,693 .00	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			O	N/A
16	804		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	1 2	ARRA - OFFENDER TREATMENT PROGRAM	\$ 50,413 .00	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			O	N/A
16	807		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	1 2	ARRA - VOCA CRIME VICTIM ASSISTANCE DISCRETIONARY GRANT PROGRAM	\$ 6,374 .00	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			O	N/A
16	606		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	1 2	STATE CRIMINAL ALIEN ASSISTANCE PROGRAM	\$ 26,769 .00	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			O	N/A
17	258		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	1 2	WORKFORCE INVESTMENT ACT ADULT PROGRAM	\$ 115,587 .00	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			O	N/A
17	259		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	1 2	WORKFORCE INVESTMENT ACT YOUTH ACTIVITIES	\$ 110,506 .00	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			O	N/A
17	259		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	1 2	WORKFORCE INVESTMENT ACT HIGH RISK YOUTH ACTIVITIES	\$ 45,494 .00	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			O	N/A
<b>TOTAL FEDERAL AWARDS EXPENDED</b>							<b>\$ 21,006,961 .00</b>						

<sup>1</sup> See Appendix 1 of instructions for valid Federal Agency two-digit prefixes.  
<sup>2</sup> Or other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available. (See Instructions)  
<sup>3</sup> American Recovery and Reinvestment Act of 2009 (ARRA).  
<sup>4</sup> If major program is marked "Yes," enter only one letter (U = Unqualified opinion, Q = Qualified opinion, A = Adverse opinion, D = Disclaimer of opinion) corresponding to the type of audit report in the adjacent box. If major program is marked "No," leave the type of audit report box blank.  
<sup>5</sup> Enter the letter(s) of all type(s) of compliance requirement(s) that apply to audit findings (i.e., noncompliance, significant deficiency (including material weaknesses), questioned costs, fraud, and other items reported under § 510(a)) reported for each Federal program.  
 A. Activities allowed or unallowed E. Eligibility  
 B. Allowable costs/cost principles F. Equipment and real property management  
 C. Cash management G. Matching, level of effort, earmarking  
 D. Davis - Bacon Act H. Period of availability of Federal funds  
 I. Procurement and suspension and debarment L. Reporting  
 J. Program income M. Subrecipient monitoring  
 K. Real property acquisition and relocation assistance N. Special tests and provisions  
 O. None  
 P. Other  
<sup>6</sup> N/A for NONE

Primary EIN: 94-600001

**PART III FEDERAL PROGRAMS - Continued**

**9. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR**

9. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR				10. AUDIT FINDINGS						
Federal Agency Prefix <sup>1</sup>	CFDA Number Extension <sup>2</sup>	Research and development (c)	ARRA <sup>3</sup>	Name of Federal program (e)	Amount expended (f)	Direct award (g)	Major program (h)	If yes, type of audit report <sup>4</sup> (i)	Type(s) of compliance requirement(s) <sup>5</sup> (a)	Audit finding reference number(s) <sup>6</sup> (b)
17	.260	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	WORKFORCE INVESTMENT ACT DISLOCATED WORKERS	\$ 108,997.00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
17	.266	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	RAPID RESPONSE	\$ 50,482.00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
17	.266	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	STARRS VI	\$ 14,161.00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
17	.266	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	STARRS VII	\$ 47,895.00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
17	.275	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - ADULT STIMULUS	\$ 3,900.00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
17	.275	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - DISLOCATED STIMULUS	\$ 22,120.00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
17	.275	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - RAPID RESPONSE STIMULUS	\$ 432.00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
12	.275	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - RAPID RESPONSE DW STIMULUS	\$ 9,919.00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
17	.275	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - CONSTRUCTION TRANSFER	\$ 87,509.00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N		O	N/A
81	.082	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	WEATHERIZATION ASSISTANCE FOR LOW-INCOME PERSONS	\$ 9,438.00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	U	O	N/A
<b>TOTAL FEDERAL AWARDS EXPENDED</b>					<b>\$ 21,006,961.00</b>					

<sup>1</sup> See Appendix 1 of instructions for valid Federal Agency two-digit prefixes.  
<sup>2</sup> Or other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available. (See Instructions)  
<sup>3</sup> American Recovery and Reinvestment Act of 2009 (ARRA).  
<sup>4</sup> If major program is marked "Yes," enter only one letter (U = Unqualified opinion, Q = Qualified opinion, A = Adverse opinion, D = Disclaimer of opinion) corresponding to the type of audit report in the adjacent box. If major program is marked "No," leave the type of audit report box blank.  
<sup>5</sup> Enter the letter(s) of all type(s) of compliance requirement(s) that apply to audit findings (i.e., noncompliance, significant deficiency (including material weaknesses), questioned costs, fraud, and other items reported under § 510(a)) reported for each Federal program.  
<sup>6</sup> N/A for NONE

- I. Procurement and suspension and debarment
- J. Program income
- K. Real property acquisition and relocation assistance
- L. Reporting
- M. Subrecipient monitoring
- N. Special tests and provisions
- O. None
- P. Other



**PART III FEDERAL PROGRAMS - Continued**

9. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR				10. AUDIT FINDINGS				
Federal Agency Prefix <sup>1</sup>	CFDA Number	Research and development <sup>2</sup>	Name of Federal program	Amount expended	Direct award	Major program	Type(s) of compliance requirement(s) <sup>5</sup>	Audit finding reference number(s) <sup>6</sup>
(a)	(b)	(c)	(e)	(f)	(g)	(h)	(a)	(b)
8 1	.042	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	WEATHERIZATION ASSISTANCE FOR LOW-INCOME PERSONS (ARRA)	\$ 350,585 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	O	N/A
9 3	.243	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	PRIMARY AND BEHAVIORAL HEALTH CARE INTEGRATION (PBHCI)	\$ 140,288 .00	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.000	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	IN-HOME SUPPORT SERVICES	\$ 96,488 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.000	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - IN-HOME SUPPORT SERVICES	\$ 156,687 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.556	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	FAMILY PRESERVATION AND SUPPORT SERVICES	\$ 42,174 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.558	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	\$ 4,702,361 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.714	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	\$ 453,294 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.563	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	CHILD SUPPORT ENFORCEMENT	\$ 455,176 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.563	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - CHILD SUPPORT ENFORCEMENT	\$ 20,490 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.590	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	COMMUNITY-BASED CHILD ABUSE PREVENTION GRANTS	\$ 29,847 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
<b>TOTAL FEDERAL AWARDS EXPENDED</b>				<b>\$ 21,006,961 .00</b>				

<sup>1</sup> See Appendix 1 of instructions for valid Federal Agency two-digit prefixes.  
<sup>2</sup> Or other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available. (See Instructions)  
<sup>3</sup> American Recovery and Reinvestment Act of 2009 (ARRA).  
<sup>4</sup> If major program is marked "Yes," enter only one letter (U = Unqualified opinion, Q = Qualified opinion, A = Adverse opinion, D = Disclaimer of opinion) corresponding to the type of audit report in the adjacent box. If major program is marked "No," leave the type of audit report box blank.  
<sup>5</sup> Enter the letter(s) of all type(s) of compliance requirement(s) that apply to audit findings (i.e., noncompliance, significant deficiency (including material weaknesses), questioned costs, fraud, and other items reported under § 510(a)) reported for each Federal program.  
<sup>6</sup> N/A for NONE

A. Activities allowed or unallowed  
 B. Allowable costs/cost principles  
 C. Cash management  
 D. Davis - Bacon Act  
 E. Eligibility  
 F. Equipment and real property management  
 G. Matching, level of effort, earmarking  
 H. Period of availability of Federal funds  
 I. Procurement and suspension and debarment  
 J. Program income  
 K. Real property acquisition and relocation assistance  
 L. Reporting  
 M. Subrecipient monitoring  
 N. Special tests and provisions  
 O. None  
 P. Other



**PART III FEDERAL PROGRAMS - Continued**

9. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR				10. AUDIT FINDINGS						
Federal Agency Prefix1 (a)	CFDA Number Extension 2 (b)	Research and development (c)		Name of Federal program (e)	Amount expended (f)	Direct award (g)	Major program (h)		Type(s) of compliance requirement(s)5 (a)	Audit finding reference number(s)6 (b)
		1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N				Major program (h)	If yes, type of audit report 4 (i)		
9 3	.645	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	CHILD WELFARE SERVICES - STATE GRANTS	\$ 39,143 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O		N/A
9 3	.658	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	FOSTER CARE - TITLE IV-E	\$ 1,219,247 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	U		N/A
9 3	.658	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - FOSTER CARE - TITLE IV-E	\$ 25,703 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	U		N/A
9 3	.659	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ADOPTION ASSISTANCE - TITLE IV-E	\$ 490,223 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N			N/A
9 3	.659	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - ADOPTION ASSISTANCE - TITLE IV-E	\$ 39,065 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N			N/A
9 3	.667	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	SOCIAL SERVICES BLOCK GRANT	\$ 81,616 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N			N/A
9 3	.674	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	CHAFEE FOSTER CARE INDEPENDENT PROGRAM	\$ 25,124 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N			N/A
9 3	.566	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	REFUGEE ADMINISTRATION	\$ 1,630 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N			N/A
9 3	.069	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	PUBLIC HEALTH EMERGENCY PREPAREDNESS	\$ 99,780 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N			N/A
9 3	.778	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ADOLESCENT FAMILY LIFE PROGRAM	\$ 8,673 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N			N/A
<b>TOTAL FEDERAL AWARDS EXPENDED</b>					<b>\$ 21,006,961 .00</b>					

1 See Appendix 1 of instructions for valid Federal Agency two-digit prefixes.  
 2 Or other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available. (See Instructions)  
 3 American Recovery and Reinvestment Act of 2009 (ARRA).  
 4 If major program is marked "Yes," enter only one letter (U = Unqualified opinion, Q = Qualified opinion, A = Adverse opinion, D = Disclaimer of opinion) corresponding to the type of audit report in the adjacent box. If major program is marked "No," leave the type of audit report box blank.  
 5 Enter the letter(s) of all type(s) of compliance requirement(s) that apply to audit findings (i.e., noncompliance, significant deficiency (including material weaknesses), questioned costs, fraud, and other items reported under § .510(a)) reported for each Federal program.  
 A. Activities allowed or unallowed E. Eligibility  
 B. Allowable costs/cost principles F. Equipment and real property management  
 C. Cash management G. Matching, level of effort, earmarking  
 D. Davis - Bacon Act H. Period of availability of Federal funds  
 I. Procurement and suspension and debarment L. Reporting  
 J. Program income M. Subrecipient monitoring  
 K. Real property acquisition and relocation assistance N. Special tests and provisions  
 O. None P. Other  
 6 N/A for NONE

**PART III FEDERAL PROGRAMS - Continued**

9. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR				10. AUDIT FINDINGS				
Federal Agency Prefix <sup>1</sup>	CFDA Number Extension <sup>2</sup>	Research and development (c)	Name of Federal program (e)	Amount expended (f)	Direct award (g)	Major program (h)	Type(s) of compliance requirement(s) <sup>5</sup>	Audit finding reference number(s) <sup>6</sup>
(a)	(b)	(c)	(e)	(f)	(g)	(h)	(a)	(b)
9 3	.778	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	CHILD HEALTH & DISABILITY PREVENTION (CHDP)	\$ 83,627 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.778	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	CHDP FOSTER CARE	\$ 49,701 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.778	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	CHDP HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE	\$ 12,347 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.767	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	CALIFORNIA CHILDRENS SERVICES HEALTHY FAMILIES TITLE XXI	\$ 22,479 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.778	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	CALIFORNIA CHILDRENS SERVICES MEDICAL TITLE XXI	\$ 67,188 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.778	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	MEDICAL ASSISTANCE PROGRAM (MEDICAID; TITLE XXI)	\$ 701,403 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.268	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	IMMUNIZATION GRANT	\$ 21,208 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.889	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	HOSPITAL PREPAREDNESS PROGRAM	\$ 91,317 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.150	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)	\$ 2,541 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
9 3	.958	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	BLOCK GRANTS FOR COMMUNITY MENTAL HEALTH SERVICES	\$ 117,649 .00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	O	N/A
<b>TOTAL FEDERAL AWARDS EXPENDED</b>				<b>\$ 21,006,961 .00</b>				

<sup>1</sup> See Appendix 1 of instructions for valid Federal Agency two-digit prefixes.  
<sup>2</sup> Or other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available. (See Instructions)  
<sup>3</sup> American Recovery and Reinvestment Act of 2009 (ARRA).  
<sup>4</sup> If major program is marked "Yes," enter only one letter (U = Unqualified opinion, Q = Qualified opinion, A = Adverse opinion, D = Disclaimer of opinion) corresponding to the type of audit report in the adjacent box. If major program is marked "No," leave the type of audit report box blank.  
<sup>5</sup> Enter the letter(s) of all type(s) of compliance requirement(s) that apply to audit findings (i.e., noncompliance, significant deficiency (including material weaknesses), questioned costs, fraud, and other items reported under § 510(a)) reported for each Federal program.  
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 H. Period of availability of Federal funds  
 I. Procurement and suspension and debarment  
 J. Program income  
 K. Real property acquisition and relocation assistance  
 L. Reporting  
 M. Subrecipient monitoring  
 N. Special tests and provisions  
 O. None  
 P. Other  
<sup>6</sup> N/A for NONE

**PART III FEDERAL PROGRAMS - Continued**

**9. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR**

CFDA Number		Research and development		A R R A3		Name of Federal program		Amount expended		Direct award		Major program		10. AUDIT FINDINGS	
Federal Agency Prefix <sup>1</sup>	Extension <sup>2</sup>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
9 3	.568	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	\$ 283.00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	U					N/A
9 3	.568	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	\$ 227,484.00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	U					N/A
9 3	.568	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	\$ 32,448.00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	U					N/A
9 3	.568	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	\$ 3,702.00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	U					N/A
9 3	.568	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	\$ 321,463.00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	U					N/A
9 3	.568	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	\$ 78,228.00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input checked="" type="checkbox"/> Y 2 <input type="checkbox"/> N	U					N/A
9 3	.569	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	COMMUNITY SERVICE BLOCK GRANT	\$ 192,748.00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N						N/A
9 3	.569	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	COMMUNITY SERVICE BLOCK GRANT	\$ 91,253.00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N						N/A
9 3	.710	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - COMMUNITY SERVICE BLOCK GRANT	\$ 63,985.00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N						N/A
9 3	.710	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	ARRA - COMMUNITY SERVICE BLOCK GRANT	\$ 26,302.00	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N	1 <input type="checkbox"/> Y 2 <input checked="" type="checkbox"/> N						N/A
<b>TOTAL FEDERAL AWARDS EXPENDED</b>							\$ 21,006,961.00								

1 See Appendix 1 of instructions for valid Federal Agency two-digit prefixes.  
 2 Or other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available. (See Instructions)  
 3 American Recovery and Reinvestment Act of 2009 (ARRA).  
 4 If major program is marked "Yes," enter only one letter (U = Unqualified opinion, Q = Qualified opinion, A = Adverse opinion, D = Disclaimer of opinion) corresponding to the type of audit report in the adjacent box. If major program is marked "No," leave the type of audit report box blank.  
 5 Enter the letter(s) of all type(s) of compliance requirement(s) that apply to audit findings (i.e., noncompliance, significant deficiency (including material weaknesses), questioned costs, fraud, and other items reported under § 510(a)) reported for each Federal program.  
 A. Activities allowed or unallowed  
 B. Allowable costs/cost principles  
 C. Cash management  
 D. Davis - Bacon Act  
 E. Eligibility  
 F. Equipment and real property management  
 G. Matching, level of effort, earmarking  
 H. Period of availability of Federal funds  
 I. Procurement and suspension and debarment  
 J. Program income  
 K. Real property acquisition and relocation assistance  
 L. Reporting  
 M. Subrecipient monitoring  
 N. Special tests and provisions  
 O. None  
 P. Other  
 6 N/A for NONE

**PART III FEDERAL PROGRAMS - Continued**

9. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR				10. AUDIT FINDINGS					
Federal Agency Prefix <sup>1</sup>	CFDA Number	Research and development	ARRA3	Name of Federal program	Amount expended	Direct award	Major program	Type(s) of compliance requirement(s) <sup>5</sup>	Audit finding reference number(s) <sup>6</sup>
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(a)	(b)
93	959	1 Y 2 X N	1 Y 2 X N	BLOCK GRANTS FOR PREVENTION AND TREATMENT OF SUBSTANCE ABUSE	\$ 587,264.00	1 Y 2 X N	1 Y 2 X N	O	N/A
96	006	1 Y 2 X N	1 Y 2 X N	SUPPLEMENTAL SECURITY INCOME	\$ 16,584.00	1 Y 2 X N	1 Y 2 X N	O	N/A
97	024	1 Y 2 X N	1 Y 2 X N	EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM	\$ 1,291.00	1 Y 2 X N	1 Y 2 X N	O	N/A
97	024	1 Y 2 X N	1 Y 2 X N	EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM	\$ 1,033.00	1 Y 2 X N	1 Y 2 X N	O	N/A
97	042	1 Y 2 X N	1 Y 2 X N	EMERGENCY MANAGEMENT PERFORMANCE GRANTS	\$ 120,139.00	1 Y 2 X N	1 Y 2 X N	O	N/A
97	067	1 Y 2 X N	1 Y 2 X N	HOME AND SECURITY GRANT PROGRAM	\$ 150,681.00	1 Y 2 X N	1 Y 2 X N	O	N/A
<b>TOTAL FEDERAL AWARDS EXPENDED</b>					<b>\$ 21,006,961.00</b>				

<sup>1</sup> See Appendix 1 of instructions for valid Federal Agency two-digit prefixes.  
<sup>2</sup> Or other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available. (See Instructions)  
<sup>3</sup> American Recovery and Reinvestment Act of 2009 (ARRA)  
<sup>4</sup> If major program is marked "Yes," enter only one letter (U = Unqualified opinion, Q = Qualified opinion, A = Adverse opinion, D = Disclaimer of opinion) corresponding to the type of audit report in the adjacent box. If major program is marked "No," leave the type of audit report box blank.  
<sup>5</sup> Enter the letter(s) of all type(s) of compliance requirement(s) that apply to audit findings (i.e., noncompliance, significant deficiency (including material weaknesses), questioned costs, fraud, and other items reported under § 510(a)) reported for each Federal program.  
 A. Activities allowed or unallowed E. Eligibility  
 B. Allowable costs/cost principles F. Equipment and real property management  
 C. Cash management G. Matching, level of effort, earmarking  
 D. Davis - Bacon Act H. Period of availability of Federal funds  
 I. Procurement and suspension  
 J. Program income  
 K. Real property acquisition and relocation assistance  
 L. Reporting  
 M. Subrecipient monitoring  
 N. Special tests and provisions  
 O. None  
 P. Other  
<sup>6</sup> N/A for NONE



**PART I Item 5 Continuation Sheet**

c. List the multiple Employer Identification Numbers (EINs) covered in this report.

f. List the multiple DUNS covered in the report.

1	N L A	21	-	41	-	1	N L A	21	-
2	-	22	-	42	-	2	-	22	-
3	-	23	-	43	-	3	-	23	-
4	-	24	-	44	-	4	-	24	-
5	-	25	-	45	-	5	-	25	-
6	-	26	-	46	-	6	-	26	-
7	-	27	-	47	-	7	-	27	-
8	-	28	-	48	-	8	-	28	-
9	-	29	-	49	-	9	-	29	-
10	-	30	-	50	-	10	-	30	-
11	-	31	-	51	-	11	-	31	-
12	-	32	-	52	-	12	-	32	-
13	-	33	-	53	-	13	-	33	-
14	-	34	-	54	-	14	-	34	-
15	-	35	-	55	-	15	-	35	-
16	-	36	-	56	-	16	-	36	-
17	-	37	-	57	-	17	-	37	-
18	-	38	-	58	-	18	-	38	-
19	-	39	-	59	-	19	-	39	-
20	-	40	-	60	-	20	-	40	-

**PART I GENERAL INFORMATION - Continued**

8. Part I, Item 8, Secondary Auditor's Contact Information. (List the Secondary Auditor's Contact information)

<p><b>1. a.</b> Secondary Auditor name N / A</p> <p><b>b.</b> Secondary Auditor address (Number and street)</p> <p>City</p> <p>State ZIP + 4 Code</p> <p><b>c.</b> Secondary Auditor contact Name Title</p> <p><b>d.</b> Secondary Auditor contact telephone</p> <p><b>e.</b> Secondary Auditor contact FAX</p> <p><b>f.</b> Secondary Auditor contact E-mail</p>	<p><b>2. a.</b> Secondary Auditor name</p> <p><b>b.</b> Secondary Auditor address (Number and street)</p> <p>City</p> <p>State ZIP + 4 Code</p> <p><b>c.</b> Secondary Auditor contact Name Title</p> <p><b>d.</b> Secondary Auditor contact telephone</p> <p><b>e.</b> Secondary Auditor contact FAX</p> <p><b>f.</b> Secondary Auditor contact E-mail</p>	<p><b>3. a.</b> Secondary Auditor name</p> <p><b>b.</b> Secondary Auditor address (Number and street)</p> <p>City</p> <p>State ZIP + 4 Code</p> <p><b>c.</b> Secondary Auditor contact Name Title</p> <p><b>d.</b> Secondary Auditor contact telephone</p> <p><b>e.</b> Secondary Auditor contact FAX</p> <p><b>f.</b> Secondary Auditor contact E-mail</p>
<p><b>4. a.</b> Secondary Auditor name</p> <p><b>b.</b> Secondary Auditor address (Number and street)</p> <p>City</p> <p>State ZIP + 4 Code</p> <p><b>c.</b> Secondary Auditor contact Name Title</p> <p><b>d.</b> Secondary Auditor contact telephone</p> <p><b>e.</b> Secondary Auditor contact FAX</p> <p><b>f.</b> Secondary Auditor contact E-mail</p>	<p><b>5. a.</b> Secondary Auditor name</p> <p><b>b.</b> Secondary Auditor address (Number and street)</p> <p>City</p> <p>State ZIP + 4 Code</p> <p><b>c.</b> Secondary Auditor contact Name Title</p> <p><b>d.</b> Secondary Auditor contact telephone</p> <p><b>e.</b> Secondary Auditor contact FAX</p> <p><b>f.</b> Secondary Auditor contact E-mail</p>	<p><b>6. a.</b> Secondary Auditor name</p> <p><b>b.</b> Secondary Auditor address (Number and street)</p> <p>City</p> <p>State ZIP + 4 Code</p> <p><b>c.</b> Secondary Auditor contact Name Title</p> <p><b>d.</b> Secondary Auditor contact telephone</p> <p><b>e.</b> Secondary Auditor contact FAX</p> <p><b>f.</b> Secondary Auditor contact E-mail</p>

# PROOF OF PUBLICATION

No. 1622

In the Matter of

Glenn County HRA —

Public Hearing Notice CDBG GPR's on Tuesday July

19, 2011, at 10:00 a.m.

Suzi Kochems

State of California )  
County of Glenn ) ss

The undersigned resident of the County of Glenn,  
State of California, says:

That I am, and at all time herein mentioned was  
a citizen of the United States and not a party to  
nor interested in the above entitled matter; that  
I am the principal clerk of the publisher of:

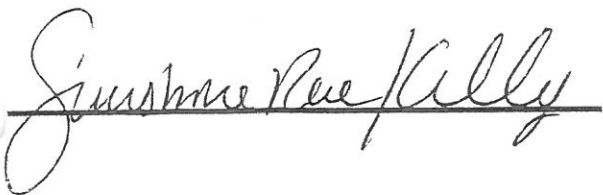
## **The Sacramento Valley Mirror**

That said newspaper is one of general circulation  
as defined by Section 6000 Government Code of  
the State of California, Case No. 27,207 by the  
Superior Court of the State of California, in and  
for the County of Glenn, Case #02CV00614; that  
said newspaper at all times herein mentioned was  
published twice a week (on Wednesdays and  
Saturdays) in the town of Willows and County  
of Glenn; that the notice of which the annexed  
is a true printed copy, was published in said  
newspaper on the following days:

July 9th of 2011

I certify (or declare), under penalty of perjury, that  
the foregoing is true and correct, at the County  
of Glenn, Willows, California.

Dated July 11th of 2011  
at Willows, California.



## LEGAL NOTICE

NOTICE OF PUBLIC HEARING FOR  
State of California  
COMMUNITY DEVELOPMENT BLOCK GRANT (C

NOTICE IS HEREBY GIVEN that the Glenn County  
hold a public hearing on Tuesday, July 19, 2011, at 10:00 a.m.  
the business of the board will allow, in the Glenn County  
Chambers, 525 W. Sycamore Street, Willows, California.  
Development Block Grant (CDBG) Grantee Performance  
following grants: #08-EDEF-5888 for the County of Glenn  
Program, #09-STAR-6385 for the County of Glenn's Public  
County of Glenn's Revolving Loan Funds (RLFs). Funds for  
6385 were made available pursuant to the Community  
Recovery Program (CDBG-R) General Allocation component  
Recovery and Reinvestment Act (ARRA) of 2009. Under this  
eligible projects that fell below the funding threshold in the  
Allocation distribution process, and which met the CDBG  
funded utilizing stimulus funds. Funds under CDBG-R can  
that modernize the nation's infrastructure, improve educational  
educational opportunities and/or expand health care.

The purpose of the public hearing is to provide citizens  
comment/recommend activities for preparation of future CDBG  
to make their comments known about the CDBG Program, CDBG  
Grantee Performance Reports. If you are unable to attend the  
direct written comments to the Glenn County Human Resources  
Street, Willows, CA 95988, or you may telephone Bill Wather  
Written comments should be received by 5:00 p.m. on the day  
addition, general information relating to the CDBG Program, CDBG  
Grantee Performance Reports is available for review at the all  
hours of 8:00 a.m. and 5:00 p.m. on weekdays.

If you plan on attending the public hearing and need special  
because of a sensory or mobility impairment/disability, or have  
please contact Suzi Kochems at (530) 934-1466 or 420 E. La  
95988 to arrange for those accommodations to be made.

The County of Glenn promotes fair housing and makes  
low and moderate income families regardless of age, race, color,  
origin, sexual preference, marital status or disability.

By: Suzi Kochems  
Glenn County HRA  
Dated: July 7, 2011

000033







**MINUTES  
BOARD OF SUPERVISORS  
GLENN COUNTY, CALIFORNIA**

**Tuesday, July 19, 2011**

**INFORMAL SESSION**

The Chairman of the Board of Supervisors called a duly noticed informal meeting of the Board of Supervisors and Department Heads to order at 8:15 a.m., in the Board of Supervisors Conference Room at 525 West Sycamore Street, Willows, with Board members as follows:

Present: Supervisors Foltz, McDaniel, Murray, Viegas, and Soeth (Chairman)  
Absent: Huston Carlyle, Jr., County Counsel  
Also Present: Debbie Lambert, Deputy Clerk

**1. Supervisors/Department Heads**

- Matter:** Informal session with the County Department Heads to receive reports and updates on departmental activities.
- Proceedings:**
- a. Glenn County State Fair Booth Designer Terrie Barr advised that the Fair Booth won a Gold Award and the Craftsmanship Award, that constructing the booth took 600 hours, six days, that the Fair Theme was "The Fun Got Bigger", and the booth's theme was "Glenn County Everyday Adventure" which featured Volunteer Fire Departments;
  - b. Supervisor Soeth introduced Keenan Associates Executive Vice President Steve Gedestad who submitted and reviewed document *Retiree Health Consulting Overview* regarding unfunded retiree liability and post-employment benefits;
  - c. Supervisor McDaniel reported on the Green Tech Working Group meetings and advised that the Group will be presenting a Green Policy for department energy savings/efficiency techniques, and that Glenn County Superintendent of Schools Tracy Quarne stated the Office of Education is installing two towers for their computer system which will provide a cost savings and faster systems;
  - d. Supervisor Viegas advised that the Budget Working Group will implement the Facilities Internal Service Fund to remove capital projects from A-87, is working towards paying vendors and filing payroll electronically, and also working with the Cities to combine purchases and services;
  - e. Various reports were given by Department Heads and updates received, with no action taken;
  - f. Glenn County Resource Conservation District member Mike Yalow spoke of efforts to remove and control the invasive Arrundo Bamboo;
  - g. Orland Councilman Bruce Roundy advised that Orland desires to work with the County and City of Willows for economic development and budget savings ideas; and
  - h. The Chairman adjourned at 8:52 a.m.

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 9:05 a.m., with members as follows:

Present: Supervisors Foltz, McDaniel, Murray, Viegas and Soeth (Chairman)  
Also Present: Huston Carlyle, County Counsel  
Sandra Pergson, Deputy Clerk

THE PLEDGE OF ALLEGIANCE WAS RECITED

**1. Minutes**

- Matter:** Approve Minutes of July 5, 2011.  
**Documents:** Minutes of July 5, 2011  
**Motion/Second:** Supervisor Murray/Supervisor McDaniel  
**Order:** Approve the Minutes of July 5, 2011.  
**Vote:** Unanimous.

**2. Unscheduled Matters**

000035

Consortium be held before the end of the year;

c. On motion of Supervisor McDaniel, seconded by Supervisor Murray, it was ordered to approve the new JPA and authorize Mr. Gruendl to execute the Agreement for this year with the understanding that in the fall there will be a review of performance activities and discussion of how to proceed with other supporting agencies;

d. Ms. Crooks expressed concerns with the HRA Director executing the JPA due to HRA being a contracted service of the NCCC and the possibility of a conflict of interest, and requested time to speak with legal counsel;

e. Mr. Gruendl recommended that the Chairman of the Board of Supervisors execute the contract to remove the conflict of interest, whereby the motion in (c) above was amended to authorize the Chairman of the Board to execute the JPA, and the vote was unanimous.

13. **Public Hearing - Community Development Block Grant (CDBG) -**

Also Present: Scott Gruendl, Human Resource Agency  
John Linhart, Planning & Public Works Agency

Matter: Pursuant to Affidavit of Publication on file in the Office of the County Clerk, hold a Public Hearing to consider the following:

- a. Discuss the CDBG Grantee Performance Reports and future CDBG funding opportunities;
- b. Review and accept the CDBG #08-EDEF-5888, #09-STAR-6385 and Program Income Grantee Performance Reports; and
- c. Authorize the Human Resource Agency Director and Planning & Public Works Agency Director, or designees, to execute and submit the approved Grantee Performance Reports to the State Department of Housing and Community Development.

Documents: Agenda Item Transmittal with backup

- Proceedings:
- a. The Chairman called the aforesaid matter for Public Hearing;
  - b. Mr. Gruendl and Mr. Linhart reviewed the aforesaid matter;
  - c. Mr. Gruendl reviewed the Program Income Grantee Performance Reports;
  - d. The Chairman opened the Hearing to the public, whereupon no comments were heard and the Chairman closed the Hearing to the public;
  - e. The Chairman called for exhibits, whereby the Clerk advised there were none;
  - f. On motion of Supervisor Murray, seconded by Supervisor McDaniel, it was unanimously ordered to approve the aforesaid matter.

14. **Resolution - Loan Financing for Energy Efficiency and Energy Generation Projects Program**

Also Present: John Linhart, Planning & Public Works Agency Director  
Annette Chavez, Planning & Public Works Agency Deputy Director

Matter: Recommendation of Mr. Linhart to adopt Resolution 2011-36 "Approving the Application for Funding and the Execution of a Loan Agreement and Any Amendments Thereto from the American Recovery and Reinvestment Act (ARRA) Low Interest (3%) Loan Financing for Energy Efficiency and Energy Generation Projects Program".

Documents: Agenda Item Transmittal with backup

Resolution 2011-36

- Proceedings:
- a. Mrs. Chavez submitted a revised *Energy Project Summary Sheet for EECBG and ECAA Loan*;
  - b. Mr. Linhart reviewed the aforesaid matter, advised that if the Board does not apply for the funding the funds will be returned to the State, that the funds do not need to be spent at this time, and that the energy savings would offset the cost of loans;
  - c. Mrs. Chavez advised that the funds will be used to replace old Heating, Ventilating, and Air Conditioning systems and to install lighting retrofits, that the projects will be brought to the Board for approval, and the County is not obligated to spend the funds;
  - d. On motion of Supervisor McDaniel, seconded by Supervisor Viegas, it was unanimously ordered to adopt Resolution 2011-36.

15. **Resolution - Adult Public Safety Realignment**

Also Present: Brandon Thompson, Chief Probation Officer

Matter: Recommendation of Mr. Thompson to adopt Resolution 2011-37 "Designating the Glenn County Probation Department as the County Agency to Provide Post-Release Community Supervision Pursuant to California's Pending Adult Public Safety Realignment Pursuant to Assembly Bill 109".

Documents: Agenda Item Transmittal with backup

Resolution 2011-37

- Proceedings: Mr. Thompson reviewed the aforesaid matter and advised that Glenn County is expecting 18 to 25 individuals.

000036

# PROOF OF PUBLICATION

No. 1771

In the Matter of

Glenn County HRA —

Public Hearing Notice: CDBG GPR and

Application Phase, Tuesday March 6, 2012 at 9:30

a.m.

State of California )  
County of Glenn ) ss

The undersigned resident of the County of Glenn,  
State of California, says:

That I am, and at all time herein mentioned was  
a citizen of the United States and not a party to  
nor interested in the above entitled matter; that  
I am the principal clerk of the publisher of:

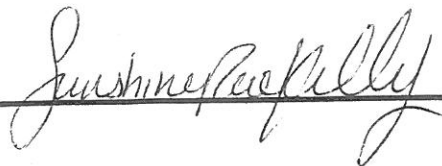
## The Sacramento Valley Mirror

That said newspaper is one of general circulation  
as defined by Section 6000 Government Code of  
the State of California, Case No. 27,207 by the  
Superior Court of the State of California, in and  
for the County of Glenn, Case #02CV00614; that  
said newspaper at all times herein mentioned was  
published twice a week (on Wednesdays and  
Saturdays) in the town of Willows and County  
of Glenn; that the notice of which the annexed  
is a true printed copy, was published in said  
newspaper on the following days:

February 25th of 2012

I certify (or declare), under penalty of perjury, that  
the foregoing is true and correct, at the County  
of Glenn, Willows, California.

Dated February 27th of 2012  
at Willows, California.



## LEGAL NOTICE

### NOTICE OF PUBLIC HEARING FOR State of California COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) F

NOTICE IS HEREBY GIVEN that the Glenn County Board of  
public hearing on Tuesday, March 6, 2012, at 9:30 a.m., or as soon th  
of the board will allow, in the Glenn County Board of Supervisors' Cha  
Street, Willows, California, to review a Community Development Bloc  
Performance Report (GPR) for #08-EDEF-5888 for the County  
Development Program, and to discuss the submittal of an application  
State Community Development Block Grant (CDBG) Notice of Funding  
to solicit citizen input.

The Glenn County Human Resource Agency and the Glenn County Pl  
Agency, on behalf of the County of Glenn, are applying for \$1,900,000  
following eligible activities:

1) General Program Administration-	\$ 142,500
2) Economic Development/Microenterprise Assistance	\$ 277,500
3) Planning & Technical Assistance-Hamilton City Community Needs Survey & Analysis	\$ 32,375
4) Planning & Technical Assistance-Hamilton City Community Center Feasibility Study	\$ 60,125
5) Public Improvements Project-Hamilton City Storm Drainage System	\$1,387,500
Total	\$1,900,000

The purpose of the public hearing is to provide citizens an oppor  
comments known on the proposed activities/application, as well as on th  
accomplishments of the economic development grant. If you are unable  
hearing, you may direct written comments to the Glenn County Human F  
E. Laurel Street, Willows, CA 95988, or you may telephone Christine Zo  
Written comments should be received by 5:00 p.m. on the day of the hea  
general information relating to the CDBG Program and Grantee Perform  
available for review at the above address between the hours of 8:00 a.m  
weekdays.

If you plan on attending the public hearing and need special acco  
a sensory or mobility impairment/disability, or have a need for an interpre  
Suzi Kochems at (530) 934-1466 or 420 E. Laurel Street, Willows, CA 95  
those accommodations to be made.

The County of Glenn promotes fair housing and makes all progr  
moderate income families regardless of age, race, color, religion, sex, na  
preference, marital status or disability.

By: Suzi Kochems  
Glenn County HRA  
Dated: February 13, 2012

000037

# PROOF OF PUBLICATION

No. 1772

In the Matter of

Glenn County HRA —

Public Hearing Notice: CDBG GPR and

Application Phase, Tuesday March 6, 2012 at 9:30

a.m. (Spanish)

State of California )  
County of Glenn ) ss

The undersigned resident of the County of Glenn,  
State of California, says:

That I am, and at all time herein mentioned was  
a citizen of the United States and not a party to  
nor interested in the above entitled matter; that  
I am the principal clerk of the publisher of:

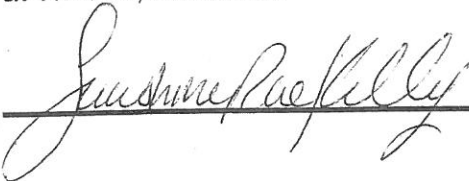
## The Sacramento Valley Mirror

That said newspaper is one of general circulation  
as defined by Section 6000 Government Code of  
the State of California, Case No. 27,207 by the  
Superior Court of the State of California, in and  
for the County of Glenn, Case #02CV00614; that  
said newspaper at all times herein mentioned was  
published twice a week (on Wednesdays and  
Saturdays) in the town of Willows and County  
of Glenn; that the notice of which the annexed  
is a true printed copy, was published in said  
newspaper on the following days:

February 25th of 2012

I certify (or declare), under penalty of perjury, that  
the foregoing is true and correct, at the County  
of Glenn, Willows, California.

Dated February 27th of 2012  
at Willows, California.



## NOTICIA LEGAL

AVISO DE AUDIENCIA PÚBLICA PARA EL  
Estado de California  
PROGRAMAS DE LA CONCESIÓN DEL BLOQUE DEL DESARROLLO  
(CDBG)

ESTE AVISO ES OTORGANDO POR MEDIO DE la Mesa Directiva  
Condado de Glenn que llevará a cabo una audiencia pública el martes, 6 de marzo  
después de las funciones de la mesa directiva de los Supervisores del Condado de  
Sycamore Street, Willows, California, para revisar los Informes de Desempeño  
Bloque de Beca para el Desarrollo de la Comunidad (CDBG) para la beca #08-E  
de Desarrollo Económico del Condado de Glenn, y para hablar de la entrega de l  
Bloque de Beca para el Desarrollo de la Comunidad del Estado 2012 (CDBG) A  
Recursos (NOFA), y para solicitar las opiniones de los ciudadanos.

La Agencia de Recursos Humanos del Condado de Glenn y la Agencia de Trabajo  
de Glenn, están solicitando \$1, 900,000 bajo la NOFA para las siguientes actividades:

1) Asistencia de Desarrollo Económico/Micro-empresarial	\$ 300,000
2) Asistencia Técnica y de Planificación-Análisis y Encuesta Sobre las Necesidades de la Comunidad-Hamilton City	\$ 35,000
3) Asistencia Técnica y de Planificación-Estudio Sobre la Posibilidad de un Centro Comunitario-Hamilton City	\$ 65,000
3) Proyecto de Mejoramientos Públicos-Sistema de Drenaje-Hamilton City	\$1,500,000
Total	\$1,900,000

El propósito de la audiencia pública es para proporcionar a los ciudadanos  
expresar sus comentarios sobre las actividades/solicitud presentadas, y sobre el d  
la beca del desarrollo económico. Si usted no puede asistir a la audiencia pública  
comentarios por escrito a la Agencia de Recursos Humanos del Condado de Glenn  
Willows, CA 95988, o usted puede llamarle a Christine Zoppi al (530)934-1458.  
deberán ser recibidos a no más tardar de las 5:00 p.m. el día de la audiencia. Ad  
general relacionada al programa de CDBG e Informes del Desempeño de los Bec  
para su revisión en el domicilio indicado anteriormente entre las horas de 8:00 a.m.  
los días laborales.

\*Si usted piensa asistir a la audiencia pública y necesita de acomodados espe  
impedimentos sensoriales o de movilidad/discapacidad, o necesita la ayuda de un  
comunicarse con Suzi Kochems al (530)934-1466 o al 420 E. Laurel Street, Will  
hacer los arreglos necesarios.

El Condado de Glenn promueve vivienda justa y hace disponible todos l  
de bajos ingresos o moderados sin importar la edad, raza, color, religión, sexo, na  
sexual, estado civil o discapacidad.

Por: Suzi Kochems  
Agencia de Recursos Humanos del Condado de Glenn  
Fecha: 13 de febrero de 2012

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**GLENN COUNTY  
BOARD OF SUPERVISORS**

Willows Memorial Hall  
525 West Sycamore Street, Suite B1  
Willows, California 95988  
530-934-6400 FAX 530-934-6419  
e-mail: [gcboard@countyofglenn.net](mailto:gcboard@countyofglenn.net)  
web site: [www.countyofglenn.net](http://www.countyofglenn.net)

John Viegas, District 1  
Dwight Foltz, District 2  
Steve Soeth, District 3  
Michael Murray, District 4  
Leigh McDaniel, District 5

The following Minute Order of the Board of Supervisors is being sent to you for information or possible action. If you have any questions concerning this matter, please call the Board's office.

**Minute Order of the Board of Supervisors**  
**March 6, 2012 Regular Meeting**  
**County of Glenn, State of California**

6. **Public Hearing – Community Development Block Grant**

- Also Present: Scott Gruendl, Human Resource Agency Director  
John Linhart, Planning & Public Works Agency Director
- Matter: Pursuant to Affidavit of Publication on file in the Office of the County Clerk, hold a Public Hearing for the Application Submission Phase of the Community Development Block Grant (CDBG) Program, as well as the Final Grantee Performance Report (GPR) for grant #08-EDEF-5888, and consider the following:
- a. Adopt Resolution 2012-14 "Approving An Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto From the Community and Economic Development Allocations of the State Community Development Block Grant (CDBG) Program";
  - b. Review and accept the Final GPR for CDBG #08-EDEF-5888;
  - c. Authorize the Human Resource Agency Director to execute the GPR;
  - d. Authorize the Human Resource Agency Director and/or the Planning & Public Works Agency Director, or designees, to submit the CDBG Grant Application and the Grantee Performance Report to the State for final review and approval;
  - e. Authorize the Chairman of the Board of Supervisors to execute the Statement of Assurances; and
  - f. Authorize the Human Resource Agency Director and/or the Planning & Public Works Agency Director, or designees, to execute all required certifications, enter into a Grant Agreement and any amendments thereto, execute any subcontract required to provide services, and perform any and all responsibilities in relation to administration of the grant, contingent upon the review and approval of County Counsel. (No general fund impact)
- Proceedings:
- a. The Chairman opened the aforesaid matter for Public Hearing;
  - b. Mr. Gruendl and Mr. Linhart reviewed the aforesaid matter;
  - c. The Chairman opened the Public Hearing to public comments;
  - d. No comments being heard, the Chairman closed the Public Hearing to public comments;
  - e. The Chairman asked the Clerk if there were any exhibits to enter into the record, whereby the Clerk stated that there were none;

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**GLENN COUNTY  
BOARD OF SUPERVISORS**

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Willows Memorial Hall  
525 West Sycamore Street, Suite B1  
Willows, California 95988  
530-934-6400 FAX 530-934-6419  
e-mail: [gcboard@countyofglenn.net](mailto:gcboard@countyofglenn.net)  
web site: [www.countyofglenn.net](http://www.countyofglenn.net)

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John Viegas, District 1  
Dwight Foltz, District 2  
Steve Soeth, District 3  
Michael Murray, District 4  
Leigh McDaniel, District 5

The following Minute Order of the Board of Supervisors is being sent to you for information or possible action. If you have any questions concerning this matter, please call the Board's office.

**Minute Order of the Board of Supervisors**  
**March 6, 2012 Regular Meeting**  
**County of Glenn, State of California**

- f. On motion of Supervisor Murray, seconded by Supervisor McDaniel, it was unanimously ordered to adopt Resolution 2012-14 and approve (b) through (f) as set forth in matter above.

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BOARD OF SUPERVISORS, GLENN COUNTY, CALIFORNIA

RESOLUTION NO. 2012-14

RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE COMMUNITY AND ECONOMIC DEVELOPMENT ALLOCATIONS OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

\* \* \*

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

SECTION 1:

The Glenn County Board of Supervisors has reviewed and hereby approves an application for up to a maximum of \$1,900,000 for the following activities:

1) General Program Administration	\$ 140,000.00
2) Microenterprise Assistance	\$ 277,500.00
3) Planning & Technical Assistance-Hamilton City Community Needs Survey & Analysis	\$ 33,250.00
4) Planning & Technical Assistance-Hamilton City Community Center Feasibility Study	\$ 61,750.00
5) Public Improvements Project-Hamilton City Storm Drainage System	<u>\$ 1,387,500.00</u>
TOTAL	\$ 1,900,000.00

SECTION 2:

The County of Glenn has determined that federal Citizen Participation requirements were met during the development of this application.

SECTION 3:

The County of Glenn hereby approves the commitment of Local 342 funds in the amount of \$5,000 during the grant term for the following activities:

Match for two PTA Activities-Hamilton City Survey & Study	\$ 5,000.00
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SECTION 4:

The County of Glenn hereby authorizes and directs the Director of the Glenn County Human Resource Agency or the Director of the Glenn County Planning and Public Works Agency, or designees, to sign this application and act on the County's behalf in all matters pertaining to this application.

SECTION 5:

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If the application is approved, Scott Gruendl, Director of the Glenn County Human Resource Agency or John Linhart, Director of the Glenn County Planning and Public Works Agency, or designees, are authorized to enter into and sign the grant agreement, any subsequent amendments, and any required documentation with the State of California for the purposes of this grant, once reviewed and approved by County Counsel.

SECTION 6:

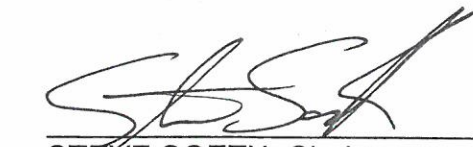
If the application is approved, Scott Gruendl, Director of the Glenn County Human Resource Agency or John Linhart, Director of the Glenn County Planning and Public Works Agency, or designees, are authorized to sign Funds Requests and other required reporting forms.

**THIS RESOLUTION WAS PASSED AND ADOPTED** by the Board of Supervisors of the County of Glenn at a regular meeting thereof on March 6, 2012 by the following vote:

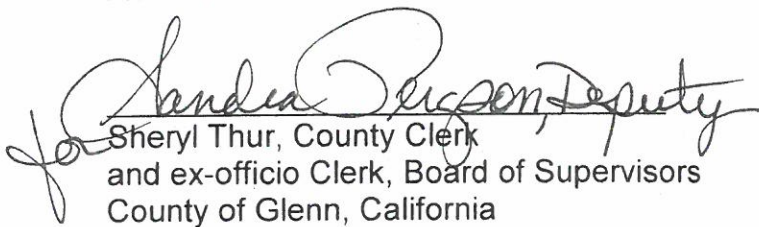
AYES: Supervisors Foltz, McDaniel, Murray, Viegas, and Soeth (Chairman)

NOES: None


ABSENT OR ABSTAIN: None

  
\_\_\_\_\_  
STEVE SOETH, Chairman  
Board of Supervisors  
County of Glenn, California

ATTEST:

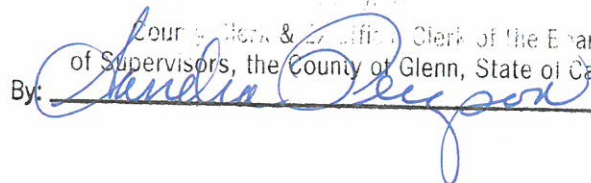
  
\_\_\_\_\_  
Sheryl Thur, County Clerk  
and ex-officio Clerk, Board of Supervisors  
County of Glenn, California

APPROVED AS TO FORM:

  
\_\_\_\_\_  
HUSTON T. CARLYLE, JR.  
County Counsel  
County of Glenn, California

The foregoing instrument is a correct copy of the original on file in this office

Attest: March 8, 2012

County Clerk & ex-officio Clerk of the Board  
of Supervisors, the County of Glenn, State of California  
By:  Deputy

**2012 NOFA APPLICATION**  
**Application Summary**

**GRANT ADMINISTRATIVE CAPACITY - Forms**

**Questions A through E in the following "Capacity and Past Performance" section must be filled in on all applications as part of the Rating & Ranking process. Up to 200 points will be awarded under this section. All applicants must answer the questions and include supporting documentation.**

A. Did the applicant have any CDBG Economic Development, Community Development (formerly known as General), Native American, or Colonia grant experience for the years 2009 or 2010? **(Do not include PTA grants)**

**Yes.** Identify which CDBG Allocation(s) and the applicable funding year(s).

**Community Development** Allocation.

Funding Year(s): 2009

Grant #'s: 09-STAR-6385

**Economic Development** Allocation.

Funding Year(s): 2008

Grant #'s: 08-EDEF-5888

**Colonias** Allocation.

Funding Year(s): \_\_\_\_\_ Grant #'s: \_\_\_\_\_

**Native American** Allocation.

Funding Year(s): \_\_\_\_\_ Grant #'s: \_\_\_\_\_

**No.** Have not had any CDBG grants in 2006-2009.

B. If funded from this application, how will this grant be administered? Who will carry out the grant's General Administrative activities?

**In-House Staff Only:** (Attach **resumes** and **duty statements** of staff that will be performing the work, **and** a "**Responsibility Chart**" (much like an Organization Chart) showing internal controls, management oversight, and which staff will be working on CDBG activities and describing their specific CDBG responsibilities.)

Supporting documentation on page(s): 40-99

**Subrecipient Agreement:**

Draft       Executed. Term of the Agreement: \_\_\_\_\_

Other: \_\_\_\_\_

Supporting documentation on page(s): \_\_\_\_\_

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**2012 NOFA APPLICATION**  
*Application Summary*

**GRANT ADMINISTRATIVE CAPACITY - Forms**

- Procured Administrator(s) per 24 CFR 85.36 and the GMM Chapter 8:
- Per Small Purchase Authority
  - By Competitive Proposal
  - By Non-Competitive/Sole-Source
    - Department approval documentation, pages: \_\_\_\_\_
  - Term of the Agreement: \_\_\_\_\_
  - Supporting documentation on page(s): \_\_\_\_\_
- Some Combination of the Above: Describe: \_\_\_\_\_
- Supporting documentation on page(s): \_\_\_\_\_

C. Fill in the chart below to indicate past performance of Grant Reporting. In order to receive full points, the reports and close-out documentation listed in the chart below, if applicable to your jurisdiction's grants within the last two years, must be received by the Department by the application deadline in order to check "No Reports Missing." Include supporting documentation to verify compliance.

<b>Grant Reporting</b>	
<b>2009-10 Grants</b>	<b>2010-11 Grants</b>
<b>Annual Financial and Accomplishment Report (FAR):</b> <input checked="" type="checkbox"/> No reports missing <input type="checkbox"/> Missing report <input type="checkbox"/> N/A	<b>Annual Financial and Accomplishment Report (FAR):</b> <input checked="" type="checkbox"/> No reports missing <input type="checkbox"/> Missing report <input type="checkbox"/> N/A
<b>Annual Grantee Performance Report (GPR):</b> <input checked="" type="checkbox"/> No missing reports <input type="checkbox"/> Missing any reports <input type="checkbox"/> N/A	<b>Annual Grantee Performance Report (GPR):</b> <input checked="" type="checkbox"/> No missing reports <input type="checkbox"/> Missing any reports <input type="checkbox"/> N/A
<b>Semi-Annual and Annual Program Income Reports:</b> <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Missing any reports <input type="checkbox"/> N/A	<b>Semi-Annual and Annual Program Income Reports:</b> <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Missing any reports <input type="checkbox"/> N/A
<b>Semi-annual and Annual Economic Development Progress Report:</b> <input checked="" type="checkbox"/> No reports missing <input type="checkbox"/> Missing any reports <input type="checkbox"/> N/A	<b>Semi-annual and Annual Economic Development Progress Report:</b> <input checked="" type="checkbox"/> No reports missing <input type="checkbox"/> Missing any reports <input type="checkbox"/> N/A

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**2012 NOFA APPLICATION**  
*Application Summary*

**GRANT ADMINISTRATIVE CAPACITY - Forms**

<b>Semi-annual and Annual Wage Compliance Reports:</b> <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Missing any reports <input type="checkbox"/> N/A	<b>Semi-annual and Annual Wage Compliance Reports:</b> <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Missing any reports <input type="checkbox"/> N/A
<b>Grant Close-out Documentation:</b> <input type="checkbox"/> No missing reports <input type="checkbox"/> Missing any reports <input checked="" type="checkbox"/> N/A	<b>Grant Close-out Documentation:</b> <input checked="" type="checkbox"/> No missing reports <input type="checkbox"/> Missing any reports <input type="checkbox"/> N/A
<b>Section 3 Report:</b> <input checked="" type="checkbox"/> No missing reports <input type="checkbox"/> Missing any reports <input type="checkbox"/> N/A	<b>Section 3 Report:</b> <input checked="" type="checkbox"/> No missing reports <input type="checkbox"/> Missing any reports <input type="checkbox"/> N/A

D. Fill in the chart below to indicate past performance of Clearing Special Conditions. In order to receive full points on the second chart, Special Conditions must have been cleared within 90 days, regardless of receiving an extension from the Department.

<b>Timely Clearance of Special Conditions</b>	
<b>For Grant # <u>08-EDEF-5888</u></b> <input checked="" type="checkbox"/> All Special Conditions cleared <i>within 90 days.</i> <input type="checkbox"/> If more than 90 days	<b>For Grant # <u>09-STAR-6385</u></b> <input checked="" type="checkbox"/> All Special Conditions cleared <i>within 90 days.</i> <input type="checkbox"/> If more than 90 days
<b>For Grant # _____</b> <input type="checkbox"/> All Special Conditions cleared <i>within 90 days.</i> <input type="checkbox"/> If more than 90 days	<b>For Grant # _____</b> <input type="checkbox"/> All Special Conditions cleared <i>within 90 days.</i> <input type="checkbox"/> If more than 90 days

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**2012 NOFA APPLICATION**  
*Application Summary*

**GRANT ADMINISTRATIVE CAPACITY - Forms**

- E. In the Audit and Monitoring Chart below, fill in the grant number of any CDBG monitoring visit, regardless of whether or not there were any Monitoring Findings. Include the grant number and the date of the Monitoring Visit. Also fill in any year (within the last two fiscal years) in which your jurisdiction had a Single Audit Report (SAR), as required by OMB A-133, with one or more Findings that related to CDBG.

<b>Compliance in Clearing of Monitoring and Audit Findings</b>	
<b>Monitorings</b>	<b>Audit Findings Regarding CDBG</b>
<p><b>For Grant # 09-STAR-6385</b>  <b>Date of Monitoring Visit: 12/5-12/6/2011</b>  <input type="checkbox"/> Jurisdiction responded to Monitoring Report within prescribed timeline  <input type="checkbox"/> Responded in more than prescribed timeline but with Department Approval  <input type="checkbox"/> Responded in more than prescribed timeline without Department Approval</p>	<p><b>For Year 2009-2010</b>  <input type="checkbox"/> Single Audit Report included one or more CDBG-related Findings  <input checked="" type="checkbox"/> Jurisdiction responded to Audit Finding Report within prescribed timeline  <input type="checkbox"/> Responded in more than prescribed timeline but with Department Approval  <input type="checkbox"/> Responded in more than prescribed timeline without Department Approval</p>
<p><b>For Grant # 08-EDEF-5888</b>  <b>Date of Monitoring Visit: 12/5-12/6/2011</b>  <input type="checkbox"/> Jurisdiction responded to Monitoring Report within prescribed timeline  <input type="checkbox"/> Responded in more than prescribed timeline but with Department Approval  <input type="checkbox"/> Responded in more than prescribed timeline without Department Approval</p>	<p><b>For Year 2010-2011</b>  <input type="checkbox"/> Single Audit Report included one or more CDBG-related Findings  <input checked="" type="checkbox"/> Jurisdiction responded to Audit Finding Report within prescribed timeline  <input type="checkbox"/> Responded in more than prescribed timeline but with Department Approval  <input type="checkbox"/> Responded in more than prescribed timeline without Department Approval</p>

Jurisdiction participated in a monitoring review in December, 2011; however, as of this date, has not yet received a monitoring report.

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2012 NOFA APPLICATION  
Application Summary

ALL ACTIVITIES - ALL FUNDING SOURCES

USES

SOURCES

ACTIVITY (Separate Activity Delivery and General Admin)	State and Federal					Other Funding Sources			Totals:
	State CDBG Funds	Program Income Available: \$ _____ (Total uncommitted RLA funds available) Program Income Committed:	Other State Funds	Federal Funds	Local Funds	Private			
<u>General Administration</u>	\$ 142,500	\$ _____	\$ _____	\$ _____	\$ 5,000	\$ _____	\$ _____	\$ 147,500	
<u>Microenterprise Assistance</u>	\$ 277,500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 277,500	
<u>PTA-Hamilton City Community Needs Survey &amp; Analysis</u>	\$ 32,375	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 32,375	
<u>PTA-Hamilton City Community Center Feasibility Study</u>	\$ 60,125	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 60,125	
<u>Public Improvements Project-Hamilton City</u>	\$ 1,387,500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 1,387,500	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	

Totals:	\$ <u>1,900,000</u>	\$ _____	\$ _____	\$ _____	\$ <u>5,000</u>	\$ _____	\$ <u>1,905,000</u>
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STATE OF CALIFORNIA - BUSINESS TRANSACTIONS AND HOUSING AGENCY  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE  
FEDERAL PROGRAMS BRANCH

P. 01/01  
Arnold Schwarzenegger, Governor



Community Development Block Grant (CDBG) Program  
1800 Third Street, Suite 330  
P O. Box 952054  
Sacramento, CA 94252-2054  
(916) 522-9398  
FAX (916) 319-8488

August 31, 2010

Mr. John Linhart  
Director, Planning and Public Works Agency  
County of Glenn  
125 South Murdock Avenue  
Willows, California 95988

RE: SPECIAL CONDITIONS CLEARANCE (Standard Agreement #09-STAR-6385)

Dear Mr. Linhart:

The Department of Housing and Community Development (Department) has received the County of Glenn's (County) documentation to clear special conditions for the **Public Improvements of Drains/Curbs/Gutters Project** in the Community of Hamilton City. With the submittal of the following documents, the County has satisfied the special conditions for the Drains/Curbs/Gutters Public Improvements activity:

- Environmental Form 58.6
- Environmental Finding Form
- Statutory Worksheet
- State Historic Preservation Officer (SHPO) Correspondence
- Program Income Reuse Plan (Approved Plan dated 12/15/09 on file)
- Force Account Checklist
- Project Cost Estimate
- Project Timeline

Effective August 26, 2010, the City is authorized to incur costs and draw down public improvements activity funds under this grant agreement.

The Department looks forward to assisting you with the implementation of this Public Improvements Project. You may contact your Program Representative, Joann Gonzales, at (916) 323-1454 or by e-mail at [jgonzales@hcd.ca.gov](mailto:jgonzales@hcd.ca.gov) with any questions or comments regarding this letter.

Sincerely,

Steven Marshall, General Allocation Program Manager  
Community and Economic Development Section



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE  
FEDERAL PROGRAM BRANCH  
State Community Development Block Grant (CDBG) Program  
Economic Development (ED) Allocation

10 Third Street, Suite 330  
P.O. Box 952054, MS 330  
Sacramento, CA 94252-2054  
(916) 552-9398  
FAX (916) 319-8488



December 15, 2009

Kim W. Gaghagen, Director  
Glenn County Human Resource Agency  
County of Glenn  
420 E. Laurel Street  
Willows, CA 95988

**RE: Release of Funds for Grant No. 08-EDEF-5888 Micro-Enterprise Assistance Program**

Dear Ms. Gaghagen:

This letter documents the receipt of your written request for approval of release of special conditions of the above referenced grant. The Department reviewed the County's request for permission to clear special conditions for the above referenced grant and economic development activity. The County included a number of documents required to clear special conditions for the grant funded activity. The following is a discussion of the special condition documents submitted and compliance with each of the specific special condition items.

**Environmental Review:**

The NEPA environmental documentation included in this request is sufficient because the County is only giving technical assistance to HUD eligible micro-enterprise businesses.

**Anti-Displacement/Relocation Plan Review:**

Micro-enterprise technical assistance will not trigger relocation.

**Program Income Reuse Plan:**

The program income reuse plan was approved by the county via resolution on March 17, 2009 and submitted for approval to the Department. No further changes need to be done to the plan.

**Micro-Enterprise Assistance Program Guidelines and Cost Allocation Plan:**

The current set of micro-enterprise assistance program guidelines are sufficient and meet current Department standards. The guidelines contain participant tracking information so the County can show what businesses were served by the program and what services they received. A cost allocation plan is not needed as long as the program operator implementing the program does not use CDBG funds to pay for overhead and operating costs. If CDBG funds only pay for direct costs to implement the program then no cost allocation plan is required.

cc: KV  
Contract  
F

There are no other special conditions for this grant agreement. As of the date of this letter the County may begin marketing and processing eligible micro-enterprise businesses. Please call Patrick Talbott 916-552-9361 or e-mail him at [ptalbott@hcd.ca.gov](mailto:ptalbott@hcd.ca.gov) with any questions or comments about the information in this letter.

Sincerely,

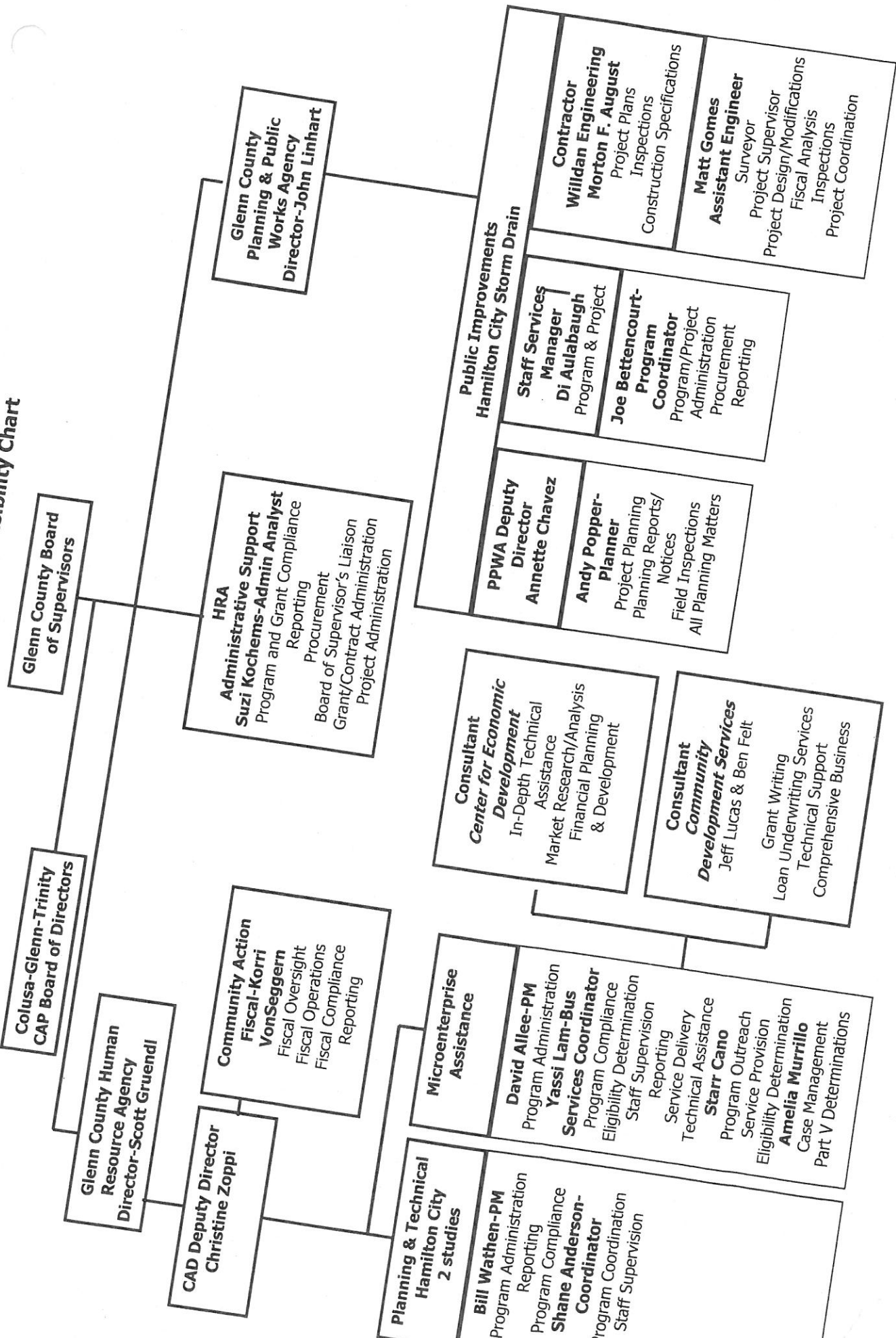


Mimi Bettencourt  
CDBG ED Program Manager

Cc: File

Christine Zoppi, Deputy Director Community Action  
Jeff Lucas, Community Development Services

# County of Glenn Responsibility Chart



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# SUZANNE KOCHEMS

---

105 Shasta Street  
Orland, California 95963  
(530) 865-7417  
[waverunnersue@sbcglobal.net](mailto:waverunnersue@sbcglobal.net)

---

**Objective** To obtain an interesting and challenging position where my experience will aid in the department's achievements and my professional growth.

---

**Education** California State University, Chico  
**Bachelors of Science, Business Administration**  
Double Major in: Management and Personnel & Industrial Relations

---

**Skills**

- Communication - able to express or exchange ideas with others to arrive jointly at decisions, conclusions, or solutions.
  - Supervision – able to determine or interpret work procedures for a group of workers, assigning specific duties to them, maintain harmonious relations among them, and promote efficiency.
  - Coordination – able to determine sequence of operations or course of action to be taken on the basis of analysis, examination and evaluation of data.
- 

**Experience** **Administrative Services Officer.** County of Glenn: Willows, California.  
Responsible for a variety of complex analytical and administrative duties, including: the negotiating, writing, reviewing, processing, and monitoring of agency contracts/grants/delegate agreements, memorandums of understanding, and leases; ensures compliance with funding source regulations and requirements; works cohesively with funding source liaisons; develops procurement plans and bid packages for the department and the county, analyzes data for economic and programmatic feasibility; prepares agenda items and supporting documentation for Board of Supervisors and other county departments; interprets Federal, State and local laws, codes and regulations; assists in budget preparation; conducts research related to social service or community action programs; analysis of findings; prepares recommendations, reports and necessary correspondence; serves as quality assurance analyst; presents reports to appropriate committees, boards and County staff; supervised, evaluated and disciplined up to 19 clerical staff and 2 supervising clerical staff; coordinates, facilitates and project manages all facilities projects, including construction, site preparation, renovations, furniture procurement and installation; personnel administration functions, including recruitment, interviewing, hiring, disciplinary actions, performance evaluations, grievances, terminations, workers compensation. Additional duties include: procurement and contracts officer; fleet maintenance manager; civil rights coordinator; safety/risk manager and ADA officer, EEO officer, training coordinator, clerical supervision, quality assurance, and facilities manager. (August 2000-present)

**Director.** Victoria's Secret: Chico, California.  
Prepared and implemented the shop sales plan and budget; organized, managed and directed daily operations, including sales, marketing, budget implementation, personnel, customer service, loss prevention, and efficiency; maintained a cohesive, dedicated staff; recruited, trained, supervised, evaluated and disciplined a staff of up to 30; coordinated shop activities with those from other shops and regions; performed in an entrepreneurial, resourceful, assertive and creative manner; operating in the best interest of the shop and company; risk minimization; asset protection; maintained a superior level of customer service and visual presentation that maximized profits and protected company assets; served as regional training director and regional morale coach; served as new shop set up director. (August 1995-July 2000)

000054



DUTY STATEMENT/SUZI KOCHEMS

Performs a wide variety of routine to complex analytical and administrative support duties; manage daily operations of a divisional or departmental program; plans, prioritizes, assigns, supervises and reviews the work of agency staff involved with program; provides staff training; coordinates and monitors assigned operations to ensure compliance with policies, procedures and regulations; administers grant programs and ensures compliance with grant requirements; conducts research related to program; composes, prepares, maintains and processes records, reports, plans, correspondence, contracts, leases, agreements, etc.; develops grant applications; participates in budget preparation and administration; serves as procurement specialist; serves as liaison to Board of Supervisors and prepares board action items; general administrative duties.

000055

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Exact Name : Kochems, Pamela S  
SSN/TIN as of 30-Mar-2012 3:11 PM EDT**

---

**Your search returned no results.**

000056

**KORRI VON SEGGERN**

459 Adams Street  
Willows, CA 95988

---

**Experience:**

**1998 – Current          Glenn County HRA          Willows, CA**  
**Supervising Accountant**

Manage and coordinate the fiscal operations of the division under GAAP and OMB circular requirements, including budgeting, accounting, long-range fiscal planning and purchasing services; to coordinate activities with other divisions within the department and other County departments; provide highly complex staff assistance to the Department Head or designee. Supervise all accounting functions and staff.

**1995-1998          Glenn County HRA/SSD          Willows, CA**  
**Hearings Officer**

Represent the Department of Social Services at the all Fair Hearings related to Public Assistance programs. Research and try to resolve issues prior to going to hearing. Knowledge of Federal State and local Laws, Policies and Regulations.

**1990-1995          Glenn County HRA/SSD          Willows, CA**  
**Eligibility Worker**

Determine eligibility for Public assistance programs

**1989-1990          Glenn County HRA/SSD          Willows, CA**  
**Account Clerk**

Various levels of technical accounting, recordkeeping. Completion of state statistical reports.

**1987-1989          DonSupply Co.          Willows, CA**  
**Data Specialist**

Coordinate and supervise various levels of accounting and data entry.

**1984-1987          Rice Growers Assn of Calif.          Biggs, CA**  
**Office Administrator**

Plan and coordinate of administrative functions of the Rice mill, including budget preparation, inventory, shipping, milling and drying operations.

000057

Duty Statement/Korri Von Seggern

Provide training, oversight and responsibility of fiscal staff and fiscal operations related to the micro enterprise. Complete FAR's and approve cash requests. Directly communicate with HCD staff to ensure program compliance and problem solving. Directly reports to Deputy Director.

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Exact Name : VonSeggern, Carolyn  
SSN/TIN as of 22-Mar-2012 4:14 PM EDT**

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**Your search returned no results.**

000059



Shane Anderson  
3400 Co. Rd. 99w  
Orland, CA 95963  
(530) 624-2012  
shane\_anderson\_wr@yahoo.com

SA

### Objective

A challenging position in Civil Engineering, where I can be a valuable, hard working employee.

### Education

#### Bachelor of Science in Civil Engineering

Dec-09

California State University, Chico  
Chico, CA 95929-0003

#### Certified Engineer in Training

Certificate Number: EIT 13690  
Issued On: July 23, 2009

### Elective Classes

- California Natural Water Resource Policy and Planning
- Foundation Engineering
- Open Channel Hydraulics

### Work Experience

#### Community Action Coordinator

##### • Glenn County HRA

420 E. Laurel Willows, CA 95988  
(530) 934-6510 ([www.hra.co.glenn.ca.us](http://www.hra.co.glenn.ca.us))  
September 2010-Present; Coordinator tasks:  
Invoice completed jobs, Prioritize projects,  
Record inventory, Balance budgets,  
and supervise, prepare and train employees.

#### Design Engineer

##### • Westside Research

4293 Co. Rd. 99w Orland, CA 95963  
(530) 865-5587 ([www.westsideresearch.com](http://www.westsideresearch.com))  
August 2007-2009; Design Engineer tasks:  
Devise possible design schematics, engineer pins and other connections, design various plastic and metallic prototypes.

### Technical Skills

- Drafting
- Surveying
- Plan Reading
- Programming
- Software
  - Excel, Word, PowerPoint,
  - AutoCAD, Solidworks, Visual Analysis
- Hardware
  - Windows 95-Vista
  - Macintosh

#### Project Engineer

##### • Remy Group

330 WallSt. Suite 40 Chico, CA 95928  
(530) 894-7369 ([www.remygroup.com](http://www.remygroup.com))  
Summer 2007; Project Engineer tasks:  
coordinate sub contractors & bids,  
conduct preliminary studies, and  
supervise various project components.

### References

Available Upon Request

000060

## DUTY STATEMENT/SHANE ANDERSON

Community Action Coordinator for the following programs: ARRA, DOE and LIHEAP weatherization; PG&E Energy Savings Assistance Program; EHAP CD; and HOME OOR within the Community Action Division of the Glenn County Human Resource Agency. Plans, prioritizes, assigns, supervises and reviews the work of 10-15 staff involved in housing rehabilitation, energy conservation (weatherization); participates in the creation of community assessments and performs program research; designs, implements, and administers programs that meet the needs of communities in Colusa, Glenn and Trinity Counties;; administer housing rehabilitation, and public works projects; develop and implement program guidelines for CDBG housing rehabilitation and first time homebuyers programs and HOME Owner-Occupied Rehabilitation for multiple jurisdictions; administer various Planning & Technical Assistance grants; review and provide recommendations to jurisdictions for housing element purposes; responsible for outreach/marketing strategies; coordinates and participates in Federal, State, and local agency and jurisdictional committees and meetings; responsible for the preparation of operational and activity reports as required by Federal, State and local funding sources; responsible for multi-jurisdictional off-site construction inspections; assists in developing contractual budgets, as well as monitoring all expenses and revenues in the Housing Department; responsible for inventory control; evaluates and recommends methods for improving and streamlining agency, divisional and unit procedures; employee evaluations; interprets and applies Federal, State, local funding source policies, procedures, laws and regulations.

000061

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Exact Name : Anderson, Shane  
SSN/TIN as of 07-Mar-2012 4:34 PM EST**

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**Your search returned no results.**

000062

# BILL F. WATHEN

(530) 514-2703

PO Box 211 Orland, CA 95963

My lifetime goal is to obtain a position where I can utilize my expertise knowledge, supervisory skills and budgetary management experience. I am seeking a position to where I can promote teamwork and encourage others to learn and grow.

## Highlights:

- Eight years of diverse Managerial Experience in the private and public sector
- Positive, Approachable, Fair, Serious Professional, Strength based, Educated
- Determined, Motivated Hard Worker-College Wrestling All-American
- Strategic communicator and leader, Coach, Teacher, Volunteer

## Professional Qualifications

- Leadership Development Program-UC Davis Extension
- Geography Information Systems background and training-Southern Oregon University
- Successful Manager of Federal, State and Local programs with Accountability and Transparency
- High level grant writing skills and Resource Development
- Supervisor of office and field staff located in remote offices and project locations
- Coordination of efforts with sub-contractors, field inspectors and jurisdictional officials
- Implemented new innovative energy efficiency programs including ARRA funded projects
- Possession of basic residential construction and retrofit skills
- Budget planning and maintenance, projections and ledger reconciliation
- Mandatory reporting and compliance experience
- Local CDBG/HOME program income administration and oversight

## Education

Orland High School – 1993 Diploma (Orland CA)

Sierra College Graduate – 1995 A.A. General Studies (Rocklin CA)

Southern Oregon University – 1999 B.S. Geography (Ashland OR)

Chapman University – 15 credits completed (Yuba City CA)

## Experience

Housing Program Manager	Glenn County HRA	Nov 2006 – present	Willows CA
General Manager	Upstate Construction	Sept 2005 – Oct 2006	Orland CA
Teacher-Social Science	Orland Unified	Sept 1999 – June 2003	Orland CA
Regional Manager	California Tribal TANF	Nov 2003 – Aug 2005	Nice CA

000063

## DUTY STATEMENT/BILL WATHEN

Program Manager for Housing Rehabilitation, Energy Conservation, Energy Assistance and Housing Assistance Payment program operations within the Community Action Division of the Glenn County Human Resource Agency. Plans, prioritizes, assigns, supervises and reviews the work of 8-10 staff involved in housing rehabilitation, energy conservation (weatherization), energy assistance, and housing assistance payment programs (Section 8); participates in the creation of community assessments and performs program research; designs, implements, and administers programs that meet the needs of communities in Colusa, Glenn and Trinity Counties; assists in grant application preparation for Community Development Block Grant (CDBG) and HOME funding; administer housing rehabilitation, and public works projects; develop and implement program guidelines for CDBG housing rehabilitation and first time homebuyers programs and HOME Owner-Occupied Rehabilitation and Tenant Based Rental Assistance for multiple jurisdictions; administer various Planning & Technical Assistance grants; review and provide recommendations to jurisdictions for housing element purposes; assist in the development of a multi-jurisdictional Continuum of Care; responsible for outreach/marketing strategies; coordinates and participates in Federal, State, and local agency and jurisdictional committees and meetings; responsible for the preparation of operational and activity reports as required by Federal, State and local funding sources; responsible for multi-jurisdictional off-site construction inspections; assists in developing contractual budgets, as well as monitoring all expenses and revenues in the Housing Department; responsible for inventory control; evaluates and recommends methods for improving and streamlining agency, divisional and unit procedures; employee evaluations; interprets and applies Federal, State, local funding source policies, procedures, laws and regulations.

000064



# EPLS

Excluded Parties List System

**Search Results Excluded By  
Exact Name : Wathen, Willis F  
SSN/TIN as of 22-Mar-2012 4:20 PM EDT**

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**Your search returned no results.**

000065

## RESUMÉ

David D. Allee  
1636 Linwood Drive  
Orland, California 95963  
Work Phone: (530) 934-1532  
Email: [ddallee@att.net](mailto:ddallee@att.net)  
Website: [www.davidallee.net](http://www.davidallee.net)

### PROFESSIONAL EXPERIENCE

#### **Program Manager – Glenn County Human Resource Agency (1/03-Present)**

Plan, organize, and direct the Employment Services Unit of the Glenn County Human Resource Agency, simultaneously serving both the Social Services Division and the Community Action Division. Oversee the execution of all aspects related to the CalWORKs program, the Workforce Investment Act program, and a Community Development Block Grant Microenterprise program. Exercise control over budgets, contracts, expenditures, program outcomes, staffing, and strategic approaches and planning. *Most recent noted accomplishment: Led the Glenn County CalWORKs program to be ranked number one (#1) among all 58 California counties in terms of achieving federal Work Participation Rates - the only county in California to have achieved this federal benchmark in FFY 2007, 2008, and 2009.*

#### **Director of Employee Services – ProEnergy Services (5/02-1/03)**

One of five (5) original founders for the creation and startup of this new business. Authored the Business Plan and developed initial corporate vision statement, corporate objectives, break-even analysis, projected profit and loss, organizational structure, services description, market analysis and segmentation, competitive comparison, strategy and implementation, and all other administrative functions. Established corporate human resource policies (including benefit packages, employee manuals, workers compensation mod rates, and job descriptions), insurance policies, and all corporate documentation policies. Investigated, purchased, and arranged for installation and training of employees in the use of our key corporate information system (which includes CRM, Staffing, and Accounting/payroll functions).

#### **Executive Consultant – The PIC Energy Group (10/01 – 4/02)**

Reporting directly to the CEO, completed cross functional projects for the corporation including development and implementation of a Compensation/Broadbanding schema (encompassing over 250 employees), conducting job audits and subsequently authoring over 130 job descriptions; analysis and restructuring of the corporate Incentive Compensation Program (including design of revenue-based Performance Pay Multiplier Tables and Employee Performance & Award Scorecards).

#### **Executive Director - Atwater Chamber of Commerce (6/99 – 10/01)**

Reporting to a Board of Directors, held total functional responsibility for the corporation and the accomplishment of its goals and objectives. Networked with the local business community to promote the Chamber and enlist support, gaining a membership of over 300 city, county, and regional businesses. Lead the Board of Directors in annual planning and long-range goal setting. Directly supervised all organizational functions (fiscal management, budgetary development and implementation, staffing, community projects, public presentations, legislative advocacy, and economic development endeavors). Orchestrated operations for annual Business Fair and Fall Festival. Implemented inaugural Customer Service Academy and individualized business counseling with the local community college and U.S. Small Business Administration.

000066

Member of the Board of Directors: Merced County Community Action Agency (Shared governance for a non-profit corporation, administering multiple Federal, State, and local grants with a budget of approximately \$11.5 million and a workforce of over 350 employees).

Member of the Economic Development Subcommittee for the Central Valley Office of the Governor (Shared responsibility for formulating and presenting to the California Governor a series of economic development initiatives designed to stimulate the economy of the Central Valley region of the State, among them the development of the 10th University of California campus in the State, UC Merced).

*Matriculated at Merced College and California State University, full time (6/94 - 6/99)*

**Special Consultant - State of California, Department of Social Services (1/94 - 6/94)**

Reporting directly to the State Refugee Bureau, held responsibility for the development of a statewide database of Hmong refugee services and the development of strategies to address issues related to those services. Functioned as liaison between state government agency and multiple refugee community representatives; provided technical assistance to community based organizations regarding administrative development, programmatic development, fiscal management, documentation and regulatory compliance, and public relations... Invited Guest Presenter at the 1st Annual Hmong National Educational Conference-1995 (University of Minnesota, St. Paul, MN) and subsequent presenter at the 2nd Annual Hmong National Educational Conference-1996 (California State University, Sacramento, CA).

**Projects Manager - Merced Lao Family Community, Inc. (12/91 - 12/93)**

Researched, prepared, and authored grant proposals; interpreted grant and contract requirements and funding regulations; reviewed, evaluated, and monitored contract performances; identified and corrected problems; developed data bases for projects and maintained information systems; delivered presentations and coordinated special events; supervised staff and provided technical assistance. Guided the Hmong National Strategy Project (a *one-of-a-kind* federally funded employment program) from a low of 25% goal attainment to 122% goal attainment; developed a Hmong National Strategy Procedural Manual, from which excerpts were taken and distributed to other refugee organizations nationwide by the Deputy Director of Policy & Analysis/Federal Office of Refugee Resettlement.

**EDUCATION**

Master of Public Administration (California State University, August 2001)  
Metzger-Bava Fellow; Scholarship awarded.

Bachelor of Science, Business Administration (California State University, May 1999)  
Major – International Business Management  
Scholarship awarded; 3.80 GPA; graduated Summa Cum Laude

000067

Duty Statement/David Allee

Plan, organize, and direct the Employment Services Unit of the Glenn County Human Resource Agency, simultaneously serving both the Social Services Division and the Community Action Division. Oversee the execution of all aspects related to the CalWORKs program, the Workforce Investment Act program (WIA), and a Community Development Block Grant funded Microenterprise Assistance Project. Exercise managerial control over budgets, contracts, expenditures, program outcomes, staffing, and strategic approaches and planning. Provide supervision to subordinate staff assigned to CalWORKs programs, WIA programs, and the Business Services Office (which includes the Microenterprise Assistance Project).

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Exact Name : Allee, David  
SSN/TIN as of 07-Mar-2012 4:26 PM EST**

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**Your search returned no results.**

000009



# Yassi Lam

Post Office Box 2071, Willows, CA 95988  
[yassilam@yahoo.com](mailto:yassilam@yahoo.com)

Mobile: (530) 517-0247  
Office: (530) 934-1494

## PROFILE:

Professional skilled in project management with excellent organization, communication, report preparation and analysis, and problem solving skills.

## EDUCATION:

MBA and BS, Business Administration, CALIFORNIA STATE UNIVERSITY-CHICO, Chico, CA

## EXPERIENCE:

### Business Services Coordinator

December 2001 to Present

Glenn County Human Resource Agency, Willows, CA 95988

- Develop and administer the local county Business Services Program
- Manage and supervise the implementation of the Rural Glenn County Microenterprise Assistance Project, a Community Development Block Grant Program; awarded 3 rounds of continuous funding from the state
- Supervise and oversee the administration of the CalWORKS AB98-funded Subsidized Employment Program
- Oversee expansion of the portfolio of business assistance products and service offerings
- Analyze and offer solutions to address business' needs, from concept stage to expansion
- Serve as resource and referral center to new start-up enterprises and growing business clients
- Assist with small business plan development and implementation, specialize in supporting microenterprise development
- Serve as liaison between area employers and local workforce
- Assist business clients in meeting their operations, financing, marketing, management, and human resources objectives
- Facilitate ongoing series of business seminars and annual Business and Professionals Expo
- Knowledge of federal, state, and local employment compliance requirements and precedent court decisions including Americans with Disabilities Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Fair Labor Standards Act, Age Discrimination in Employment Act, Worker's Compensation, and Drug Free Workplace Act
- Earned PHR certification from the Society for Human Resource Management in January 2006

### Employment and Training Team Lead

August 1996 to December 2001

Glenn County Human Resource Agency, Willows, CA 95988

- Developed and administered the county Welfare-to-Work: Work Plus Special Project; managed and oversaw 60 program participants and local area public and private sector worksites
- Coordinated the county 1997-1998 and 1998-1999 Temporary Job Creation: Flood/Storm Special Projects; oversaw 150 participants and worksite supervisors
- Knowledge of Worker's Compensation procedures and federal, state, and local wage rules and regulations applicable in performing biweekly payroll
- Responsible for processing Accounts Payable, Accounts Receivable, and monitored various budgets for Job Training Partnership Act/Workforce Investment Act Programs
- Evaluated client cases and worked with case managers to ensure program compliance
- Promoted to Team Lead in September 1999

### Bookkeeper

August 1995 to March 1999

Holiday Quality Foods, Willows, CA 95988

- Organized, maintained, and reconciled computer register accounts
- Extensive telephone reception skills
- Coordinated meetings between customers and department and store management
- Successful completion of Customer Service Seminar and awarded multiple Employee Safety Awards

### Accounting Clerk

March 1992 to August 1998

Eagles Garden, Willows, CA 95988

- Responsible for maintaining all bank accounts and preparation of deposits to financial institution
- Input cash receipts data on a daily basis, verify deposits and posts to Accounts Receivable
- Receive and organize invoices and statements from vendors, prepare payments on a daily basis
- Review Accounts Payable ledger on a weekly basis

000070

**COMMUNITY AND PROFESSIONAL INVOLVEMENT:**

ToastMasters- SpeakEasy Club 9819  
Cities-County Economic Development Steering Committee  
Tri-County Economic Forecast Conference Advisory Group  
Glenn County Adult Literacy Project  
Orland Chamber of Commerce  
Willows Chamber of Commerce

August 2011 to Present  
February 2011 to Present  
January 2005 to Present  
September 2004 to Present  
January 2002 to Present  
January 2001 to Present

Duty Statement/Yassi Lam

Oversee all aspects of the Business Services Program, including its Microenterprise Assistance Project - includes project implementation, service delivery, and project closeout; market and promote Microenterprise services to the community; identify candidates for the Business Services Program and the Microenterprise Assistance Project; oversee eligibility determination (including Part V) of candidates/entrepreneurs for business assistance programs and Microenterprise Assistance Project; directly provide business technical assistance (e.g., business fundamentals, marketing, access to financing, business expansion, business counseling, etc) and coordinate/arrange services to other business technical assistance providers/contractors/consultants; conduct on-going case management of clients enrolled into the Microenterprise Assistance Project; complete all reporting requirements for the Business Services Program and the Microenterprise Assistance Project; prepare candidates for the micro-loan/financing process; interpret and apply Federal, State, Local and funding source policies, procedures, laws and regulations. Provide supervision to subordinate staff assigned to the Business Services Office and the Microenterprise Assistance Project.

000072

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Exact Name : Lam, Yassi  
SSN/TIN as of 07-Mar-2012 4:27 PM EST**

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**Your search returned no results.**

000073

# **Starryne Cano**

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Starryne Cano  
PO. Box 202  
Willows, CA. 95988

Phone: 530-718-8308  
E-mail: starrynec@hotmail.com

## **Objective**

To find employment with a company that promotes growth and appreciates my expertise and creativity.

## **Qualifications**

- Self-motivated, and driven
- Strong work ethic
- 10 years of Bookkeeping/ Office Management
- 5 years of Case Management
- Computer Experience (Word, Excel, Power Point, Publisher, Quick Books, C-IV, VOS)

## **Work History**

2011– Current, Glenn County Human Resource Agency  
Employment & Training Worker

Job Coach, Case Management, determining eligibility for Welfare to Work Employment Programs, Job retention training, assisting Business clients in business start-ups, business plans, and employee recruitment.

2007-2011, Glenn County Human Resource Agency  
Eligibility Worker

Case Management, interviewed client to determine eligibility to welfare services such as; Medi-Cal, Cal-Fresh, and Cash Aid.

2006-2007, United Building Contractors  
Office Manager

Processed all Accounts Payable/ Accounts Receivable, Certified Payroll, Quarterly taxes, Payroll taxes, insurance management, bank reconciliation, account management, personnel management.

2005-2006, Common Grounds Coffee House  
Owner/ Partner

All aspects of the bookkeeping, inventory, personnel, and business management. Foodservice, money handling, barista.

## **Education**

1998-2001, Portland Community College

000074



DUTY STATEMENT/STARRYNE CANO

Market and promote the Business Services Program, including the Microenterprise Assistance Project, to the community; identify candidates for the Business Services Program and the Microenterprise Assistance Project; complete eligibility determination (including Part V) of candidates/entrepreneurs for business assistance programs and Microenterprise Assistance Project; directly provide business technical assistance (e.g., business fundamentals, marketing, access to financing, business expansion, business counseling, pre-loan counseling, etc) and coordinate/arrange services to other business technical assistance providers/contractors/consultants; conduct on-going case management of clients enrolled into the Microenterprise Assistance Project; interpret and apply Federal, State, Local and funding source policies, procedures, laws and regulations; provide job-coaching to CalWORKs clients in support of their CalWORKs Work Experience or Subsidized Employment Program activities/work plans; develop worksites for CalWORKs clients; negotiate and execute Subsidized Employment Contracts with local employers; assist local employers with their recruitment efforts and workforce development needs.

000075

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Exact Name : Cano, Starryne  
SSN/TIN as of 20-Mar-2012 5:20 PM EDT**

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**Your search returned no results.**

000076

## Amelia Murillo

### **OBJECTIVE:**

To become a valuable asset in a company that will utilize my experience, creativity and motivation to learn, in addition to providing training and opportunities for advancement.

### **EDUCATION:**

Dipolma, Chico Senior High School

### **COMPUTER KNOWLEDGE:**

Microsoft Office (Microsoft Word and Excel), Word Perfect and Lotus 1, 2, 3, Filemaker, Servtraq, Parcel Quest

### **EXPERIENCE:**

#### **2009-2012**

**Public Service Employee II**, Glenn County Human Resource Agency, Willows, California

Provide clients with Housing and Community Services.

Prepare, maintain and process a variety of reports.

Verify the accuracy of information and qualification of applicants for services.

Attended a variety of meetings and trainings with staff.

Copying and filing documents, entering computer data, faxing and scanning information and answering phones.

Prepare billings and reconciling balances.

Translate (English/Spanish)

Schedule and teach Budget classes to families.

Perform home inspections.

Case Management

Certified Energy Specialist

Assist in Grant writing

#### **2001-2009**

**Rural Self-Help Loan Packager/Group Facilitator**, Community Housing Improvement Program, Chico, California

Performed all aspects of mortgage loan packaging and group work while complying with all lenders regulations, and when applicable, all regulations associated with the underlying Brokers License.

Attended trainings and meetings with staff.

Translated (English/Spanish)

Prepared and processed monthly reports.

Assisted with advertising.

#### **1999-2001**

**Property Office Manager**, Community Housing Improvement Program, La Vista Verde Apartments, Chico, California

Collected, accounted, and deposited the monthly rent.

Assisted prospective tenants filling out applications.

Formally informed tenants about upcoming events.

Renewed tenants annual recertifications.

Maintained a current and organized filing system.

Translated (English/Spanish)

Assisted with advertising.

Answered phones and retrieve faxes.

Performed errands.

#### **1991-1999**

**Quality Control**, Woof-n- Poof Pillows, Chico, California

Assigned tasks to over thirty employees.

000077

Supervised the quality of work of production, ensuring the quality of product.  
Checked accuracy of all shipping and receiving.  
Maintained an accurate inventory count.  
Placed, delivered and picked up supply orders.  
Ensured safety of my employees.

**1990-1991**

**File Clerk/Translator**, Chico Immediate Care, Chico, California  
Maintained both alpha and numerical filing systems.  
Translated (English/Spanish)  
Kept an organized, clean work area.  
Answered phones.

000078

## DUTY STATEMENT/AMELIA MURRILLO

- Provide direction to Co-Workers in the Housing Manager's absence. Provide complex case management and crisis intervention in Housing Rehabilitation, Energy conservation and Energy Assistance programs. Responsible for loan packaging for Community Development Block Grant Programs; Liaison with financial institutions and title companies in securing services; provide technical assistance to the Microenterprise/Business Assistance Program and conduct Part V Eligibility determinations; prepare statistical reports for management; prepare and process all necessary payments for contractors and vendors; interpret and apply Federal, State, Local and funding source policies, procedures, laws and regulations.

000079



# EPLS

Excluded Parties List System

**Search Results Excluded By  
Exact Name : Murrillo, Amelia  
SSN/TIN as of 07-Mar-2012 4:26 PM EST**

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**Your search returned no results.**

000080

# John Linhart

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**Experience 2009 - current**

**Glenn County**

**Director, Planning and Public Works Agency**

- Roads/Bridges, Airports,
- Transportation/Transit,
- Solid Waste,
- Flood Control,
- Surveyor/Engineer,
- Public Works,
- Planning and Development,
- Building Inspection and Facilities
- Economic Development

**2008 - 2009**

**City of Colusa**

**Planning Director**

- Managed Planning Department.
- Project Manager, Housing Element update.
- Update Development and Zoning Code.
- AB 1600 fee schedules and Nexus study Updates.
- City's Environmental officer.
- City's Economic Development coordinator.
- Manage HOME and FTHB programs.

**2007 - 2008**

**City of Folsom**

**Senior Planner (Advance Planning)**

- Project Manager, General Plan Update.
- Project Manager, Housing Element update.
- Update Development and Zoning Code.
- City Representative Public Agency Council-Sacramento Valley Region Build it Green.

**2002 - 2007**

**City of Live Oak**

**Community Development Director**

- Managed Planning Department.
- Project Manager, General Plan Update.
- Designed and managed public outreach for all major City projects.
- Wrote Housing Element update.
- Developed AB 1600 fee schedules and Nexus study.
- City's Environmental officer.

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**1998 - 2002**  
**Transportation (Caltrans)**

**California Dept of**

**Transportation Planner**

- Advance and System Planning
- Prepared STIP and ITIP for District 3
- Prepared Concept Reports for SR 65, SR 193, SR 99, SR 32
- Public Outreach point person for D-3 Planning
- Environmental Coordinator for North Region (Districts 1, 2, and 3)
- Planning representative for most public outreach and projects in D-3

**1976-1998**  
**Contractor**

**John Linhart, General**

**Owner/Operator, General Construction company**

- Built (primarily) custom homes in greater Chico area.

Involved in all phases of business; design, marketing, bookkeeping, project management, and sales.

**Civic**

Chairman, City of Chico Architectural Review Board 1996 - 2002

**Education**

**California State University, Chico**

Master, Rural and Town Planning (1998)

BS Business Administration/Finance (1976)

**PLANNING AND PUBLIC WORKS AGENCY DIRECTOR**

DEFINITION

This Agency Director position is responsible for the direction and administration of the functions of public works, planning, development, building inspection and building services; and to serve as the County's Planning Director as established in County Code Section 2.36.03.

DISTINGUISHING CHARACTERISTICS

The Planning and Public Works Agency, combines several inter-related functions under centralized administration. These functions include, but are not limited to, transportation/transit, solid waste, flood control, airports, roads, bridges, surveyor, engineer, service center, special districts and public works, planning, economic development, resource development, LAFCO, land use, building inspection, building services, capital projects and parks and recreation.

Organizationally, the Agency consists of eleven major Divisions (Roads/Bridges, Airports, Transportation/Transit, Solid Waste, Flood Control, Surveyor/Engineer, Public Works ISF, Service Center, Planning and Development, Building Inspection and Facilities.

Within this framework, the Director will be responsible for organizational development and formulating broad objectives and policies that carry out the mission of the agency, reporting to the Board of Supervisors, and providing administrative direction to the Department Heads regarding the operations of their respective Departments.

In the Director's absence all duties shall be delegated to the Chief Deputy Director.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Supervisors; through subordinate management and supervisory staff, provides general direction, guidance and direct supervision, as necessary, to accomplish the goals of the Agency, exercises administrative direction over the department heads, managers, professional, technical and clerical staff within the Agency.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Receives direction from the Board of Supervisors regarding broad policy development.

Planning and Public Works Agency Director  
New 01/01/05  
Rev.- 01/01/05  
Rev.- 02/12/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08

Res. #2004-121  
Res. #2005-003  
Res. #2006- 6  
Res. #2006- 93  
Res. #2006- 93  
Res. #2007- 03

000083

May serve as secretary to the Planning Commission, and/or other boards and commissions when so designated.

May serve as the LAFCO Executive Officer.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Planning, development, land use, public works, and resource management functions at the County level.

Principles and practices of organization and management, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles and practices of supervision and performance evaluation.

English usage, spelling, grammar and punctuation.

Advanced mathematics, including statistical analysis, algebra and geometry.

Modern office practices and technology, including computers.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Effectively administer a variety of public works and development services activities.

Plan, organize and manage projects and personnel.

Manage time effectively.

Demonstrate critical and analytical thinking.



Act with a high degree of maturity, integrity and good judgment.

Identify and respond to public and Board of Supervisors' issues and concerns.

Prepare and administer budgets.

Perform required mathematical computations with accuracy.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Gain cooperation through discussion and persuasion.

#### EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Five years of recent local government experience in a high-level management capacity in a planning, or resource planning and development department, public works and engineering experience, or in other administrative assignments which would provide equivalent experience.

##### Training:

Bachelor's degree from an accredited college or university with major course work in planning, community, civil engineering, or economic development, or related field.

#### LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	0586000
Bargaining Unit:	04
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"

000086

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Individual : John Linhart  
as of 26-Mar-2012 12:31 PM EDT**

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**Your search returned no results.**

000087

**ANNETTE CHAVEZ**  
24680 Dale Road Corning, CA 96021  
530-824-2525 Res.  
530-934-6546 Work

**EXPERIENCE:**

***-April 2007 to Present- Deputy Director, Planning & Public Works Agency, Glenn County, Willows, CA.***

Staff supervised includes approximately 75 employees within the Planning and Public Works Agency. Working budget is approximately \$15,000,000. Assists the Director in planning, organizing and directing the activities of divisions within the agency. Supervises, trains, disciplines and evaluates assigned personnel. Plans, directs and coordinates staff work plan. Analyzes and develops necessary policies and procedures relating to the assigned responsibilities. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and reviews recommendations with the Director. Prepares division budget; assists in budget implementation; administers approved budget. Coordinates with other County departments on administrative and fiscal matters. Manages a wide range of projects designed by in-house staff and consultant engineers. Recommends, organizes, manages, directs and inspects engineering activities, including capital improvement projects and program planning for future Public Works projects. Recommends, organizes, manages, directs and inspects planning activities and building code and inspection services. Prepares, reviews and/or approves project plans and specifications. Responds to public inquiries, requests for assistance and complaints related to assigned areas of responsibility. Serves as the Planning and Public Works Agency Director as required in the Chief Deputy Director's absence. Participates on or serves as staff liaison to a variety of boards and commissions.

***--November 2004 to April 2007-- Chief Building Official, Glenn County, Willows, CA.***

Staff supervised includes 2 Building Inspectors, 2 Permit Technicians, and 1 Administrative Assistant. Working budget is approximately \$380,000. Responsible for directing, supervising and coordinating all operations of the building inspection program including operation of the Permit Center. Participate in development, supervision and administration of capital projects. Develop, plan and implement Building Division goals and objectives; administers policies and procedures. Personally engages in building permit activities, including plan checking, field inspection, code enforcement, and coordinates joint inspections with other County departments. Interact effectively with the public, supervisors, engineers, contractors, & other agencies contacted during work; able to diplomatically to resolve differences and educate others regarding the importance of construction and health & safety regulations. Supervises and evaluates work of department personnel. Assure timely and proactive customer service by ensuring adequate staff training and by implementing a problem solving approach to building regulation and enforcement. Prepare and administer the Building Division budget. Attend meetings and participate on a variety of boards, commissions and professional groups or committees.

***--January 2000 to December 2004-- Senior Building Inspector, Glenn County, Willows, CA.***

Staff supervised included 1 Building Inspector, 1 Permit Technician, and 1 part-time Administrative Assistant. Assist in preparing cost estimates for a budget of approximately \$260,000. Responsible for reviewing and approving applications and plans submitted for building permits. Perform the inspection of complex industrial, commercial and residential construction. Provide lead supervision to lower-level department staff. Perform code enforcement inspections including verifying adherence to zoning and land use regulations. Coordinate inspections with other County departments. Energetic team worker who supports cooperation with others. Confer with engineers, architects, contractors and the general public to explain code requirements and methods of construction. Participate on a variety of boards, commissions and professional groups or committees.

**ANNETTE CHAVEZ**  
**24680 Dale Road Corning, CA 96021**  
**530-824-2525 Res.**  
**530-934-6546 Work**

**--July 1999 to January 2000-- Construction Inspector, U.C. Davis, Davis, CA.**

Budgets varied depending on proposed projects. Provide construction management services to campus departments. Organize and conduct project walkthroughs, progress inspections, punch lists, and final project inspections. Develop project scope to meet client's requirements. Manage project construction documents and schedules. Develop project cost estimates, monitored expenditures, and assured in-budget and on-schedule project completion. Demonstrate understanding of client's needs and expectations, and organized work to meet those needs. Required to take initiative and responsibility for successful completion of projects.

**--June 1997 to July 1999-- Building Inspector, Glenn County, Willows, CA.**

Perform combination inspections to ensure compliance with local, state, and federal regulations, building codes, and ordinances. Communicate accurate code interpretations to the public, contractors, and engineers/architects. Maintain records and prepared reports.

**--April 1997 to December 1997-- Building Inspector II, City of Dixon, CA.**

Perform combination inspections to ensure compliance with local, state, and federal regulations, building codes, and ordinances. Communicate accurate code interpretations to the public, contractors, and engineers/architects. Maintain records and prepared reports.

**--February 1992 to December 1996-- Building Inspector, Tehama County, Red Bluff, CA.**

Perform combination inspections to ensure compliance with local, state, and federal regulations, building codes, and ordinances. Communicate accurate code interpretations to the public, contractors, and engineers/architects. Maintain records and prepared reports.

**EDUCATION:**

- National University, Master of Public Administration Degree – January 2009.
- National University, Bachelor of Business Administration Degree, January 2004.
- Butte Community College, Building Inspection Technology Certificate, May 1990.
- U C Davis Extension, Sacramento, CA. Construction Management – 8 units completed.

**DEPUTY DIRECTOR OF THE PLANNING AND PUBLIC WORKS AGENCY**

DEFINITION

To coordinate, manage and direct the activities of the Planning and Public Works Agency, including subdivision and cooperative projects; to coordinate Planning and Public Works activities with other divisions and departments; to provide highly complex staff assistance to the Planning and Public Works Agency Director.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Chief Deputy Director of the Planning and Public Works Agency by the responsibility for directing the development services and operational activities of the department and acting as the Planning and Public Works Agency Director in the absence of the Chief Deputy Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning and Public Works Agency Director; exercises direct supervision over professional engineering, technical engineering, planning, building inspection, and clerical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Assists the Director in planning, organizing and directing the activities of divisions within the agency.

Supervises, trains, disciplines and evaluates assigned personnel.

Plans, directs and coordinates staff work plan.

Analyzes and develops necessary policies and procedures relating to the assigned responsibilities.

DEPUTY DIRECTOR OF THE PLANNING AND PUBLIC WORKS AGENCY  
New 01/01/05  
Rev. - 01/01/05  
Rev. - 03/12/06  
Rev. - 04/04/06  
Rev. - 02/11/07  
Rev. - 07/01/07  
Rev. - 01/13/08

Res. #2004-121  
Res. #2005-003  
M.O. #6-3/21/06  
Res. #2006-026  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07



Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and reviews recommendations with the Director.

Prepares division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budget.

Coordinates with other County departments on administrative and fiscal matters.

Manages a wide range of projects designed by in-house staff and consultant engineers.

Coordinates division activities with those of other departments, outside agencies and organizations as appropriate.

Recommends, organizes, manages, directs and inspects engineering activities, including capital improvement projects and program planning for future Public Works projects.

Recommends, organizes, manages, directs and inspects planning activities and building code and inspection services.

Prepares, reviews and/or approves project plans and specifications.

Responds to public inquiries, requests for assistance and complaints related to assigned areas of responsibility.

Serves as the Planning and Public Works Agency Director as required in the Chief Deputy Director's absence.

Participates on or serves as staff liaison to a variety of boards and commissions.

Performs related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of administration, project and personnel management.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Recent developments, current literature and sources of information regarding planning and public works.

Principles and practices of organization, administration and personnel management; budget preparation and administration; financial record-keeping and reporting; supervision, training and performance evaluation; and grant administration.

English usage, spelling, grammar and punctuation; mathematics, including statistical analysis, algebra and geometry.

Modern office practices and technology, including computers.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Read and understand maps and plans to successfully supervise engineers, planners, and building inspectors.

Oversee the planning and direction of the activities of a large division.

Supervise, train and evaluate the performance of assigned staff.

Analyze administrative problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Exercise responsibility, initiative, independent analysis and judgment in solving difficult problems.

Convey ideas and information effectively in writing and when speaking to various groups.

Apply effective project management principles and practices.

Prepare and administer a budget.

Perform required mathematical computations with accuracy.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Work effectively in emergency and stressful situations.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional and management experience including three years of supervisory and administrative responsibility.

Training:

Bachelor's degree from an accredited college or university with major course work in public administration, planning civil engineering or related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Certificate of Registration as a professional civil engineer and professional land surveyor, if not authorized to perform these duties as a civil engineer, in the State of California highly desirable.

Classification Code:	0776222
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Exact Name : Chavez, Annette K  
SSN/TIN as of 22-Mar-2012 5:38 PM EDT**

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**Your search returned no results.**

000094

## Matthew J. Gomes

6834 County Road 39  
Willows CA 95988  
Day time Phone: (530) 934-6530

### Professional Experience

Feeney Engineering and Surveying:  
Survey Rodman, Survey Party Chief,  
Aug. 1983 to July 1987  
Survey Party Chief/Office Manager,  
July 1988 to Jan. 1989.

Nunez Engineering:  
Survey Party Chief/Soils Tech.,  
July 1987 to Sept. 1987

Jusco Land Surveying:  
Survey Party Chief/Project Estimator,  
Sept. 1987 to July 1988

County of Glenn:  
Currently: Assistant Engineer  
Previously: Engineer Tech IV,  
Engineer Tech., Sr. Engineer Tech.,  
Jan. 1989 to Present.

### Skills

Knowledge of the Glenn County Public Works Division derived from more than 20 years of surveying and engineering work performed for the County of Glenn. Design, layout, inspection and cost estimation of projects such as: pavement overlay, bridge construction/reconstruction, storm drainage systems, roadway illumination application and inspection, airport lighting, fuel farms, and security fencing. Other Public Works duties of note are: the creation and maintenance of road right-of-way and county owned property indexes, landfill volume calculations using designed finish grades vs. current garbage grades to determine projected site life, environmental compliance testing & monitoring landfill gas emissions. I have represented the interests of Public Works on advisory committees for more than 16 years in forums such as the Technical Advisory Committee, the Planning Commission and the Board of Supervisors.

I have performed the duties of the Operations Superintendent in permit issuance during his absences for more than 15 years. I have hands on experience with Encroachment Permits, Transportation Permits and Land Leveling Permits. I possess report and application writing skills learned from inspection and application of federal and state funded road and airport projects. Knowledge of and experience with the County of Glenn Administrative Procedures including: division budgeting, employee evaluations, purchase order policy, county codes and leave scheduling. Approximately 27 years experience managing and supervising subordinate employees. Lead Supervisor for the 2006-2007 completed construction of storm drain pipeline, drainage inlets, manhole facilities, curbs, gutters, valley gutters, drain inlets, and paving under CDBG Grant #04-STBG-1973. Lead Supervisor for the 2010-2012 construction of storm drain pipeline, drainage inlets, manhole facilities, curbs, gutters, valley gutters, drain inlets, and paving under CDBG Grant #09-STAR-6385, which will be successfully closed out in June 2012. Knowledge of construction techniques gained through project inspection and survey layout such as bridges, roadways, curb and gutter, land leveling as well as buildings. I am experienced with Microsoft Office and many other programs typically used in today's office environment. I have been praised by former employers for the ability to complete assigned tasks in a timely manner, with limited supervision.

000095

## **Certificates**

California Land Surveyor in Training  
Field office procedures for local programs through Caltrans

## **References**

John Joyce  
RCE 17598  
Retired Director of Public Works  
County of Glenn, Yolo and Colusa  
(530) 934-8478

Frederic Clark  
PE C46557  
Deputy Director of Public Works  
City of Manteca  
(209) 825-2305



## Matthew J. Gomes

6834 County Road 39  
Willows CA 95988  
Day time Phone: (530) 934-6530

### Duty Statement

The following will be the duties performed by myself as they relate to the storm drainage project within the Hamilton City Town site as per the CDBG grant as applied for:

- Design of the grades and lines of the proposed underground storm drain, curb and gutter.
- Surveying for the construction layout of the underground storm drain, curb and gutter.
- Field drawings and modifications required to complete the underground storm drain, curb and gutter.
- Lead Supervisor for Road Maintenance Crews constructing the underground storm drain, curb and gutter.
- Estimating and tracking the costs of construction of the underground storm drain, curb and gutter.
- Inspecting the construction of the underground storm drain, curb and gutter.
- Coordination with utility companies that may have infrastructure in conflict with the underground storm drain, curb and gutter.

000097

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Individual : Matt Gomes  
as of 30-Mar-2012 6:20 PM EDT**

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**Your search returned no results.**

000098

**ALEXANDER (ANDY) POPPER IV**

apopper@countyofglenn.net

13 Glacier Peak Lane

Chico, CA 95973

530-892-8424

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**EMPLOYMENT:**

**County of Glenn: Planning and Public Works Agency, Associate Planner (2010-Current)**

- ▼ Consistently and precisely performing complex professional planning and grant work, while resolving inquiries from public, land use professionals, and government departments.
- ▼ Assign, coordinate, and review the work of professional, technical, and clerical staff with uniformity to the procedures and policies of the department.
- ▼ Ordinances, Zone Changes, and General Plan Amendments including the corresponding reports and public hearing presentations to the Planning Commission and Board of Supervisors.
- ▼ Conduct and submit Surface Mining Financial Assurances Estimates and Inspections to the California Department of Conservation.
- ▼ Project Achievements:  
Three-hundred acre Solar Photovoltaic Facility encompassing conservation contracts  
Western Hemisphere's largest Olive Oil Processing Plant and Bulk Storage Facility  
Multi-Agency Flood Damage Reduction and Ecosystem Restoration Project

**County of Glenn: Planning and Public Works Agency, Assistant Planner (2006-2010)**

- ▼ Responsible for, and conducting, Associate Planner level tasks upon hire.

**United States Department of the Interior: Fish and Wildlife Service, Biological Science Tech (2002-2006)**

- ▼ Cal-Fed and other Grant funded projects, involving sampling and population estimations to collect information on endangered and threatened species. Federal Security Awareness Certification. Reporting and archiving.

**State of California: Department of Fish and Game, Scientific Aide (1998-2002)**

- ▼ Primarily Grant funded projects. Regularly correlating and working with the public, as a government representative. Sampling including in the field real-time data collection and reporting.

**EDUCATION:**

**California State University, Chico: Geography, Bachelor of Arts (1998)**

- ▼ Honor Society, Gamma Theta Upsilon  
Geographic Information Systems Certifications

000099

## ASSOCIATE PLANNER, DUTY STATEMENT:

### Definition:

To perform a wide variety of technical and professional planning work in the field of current and advanced planning of projects and programs; to provide information and assistance to developers and the public on planning-related matters.

### Distinguishing Characteristics:

Associate Planner is the full journey-level classification with the series. Associate Planner is distinguished from Assistant Planner by the performance of the full range of duties as assigned, including those tasks that require familiarity with the policies, procedures and organization of the County. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies within the Public Works Resource, Planning and Development Division. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant entry level, or when filled from the outside, require prior experience. Receives direction from Management Staff; exercises functional and technical supervision over lower-level staff.

### Examples Of Duties:

Duties may include, but are not limited to, the following:

Reviews and conducts special studies related to current and/or advanced planning projects, programs and operations.

Gathers, compiles and evaluates statistical data related to the County's existing population, housing needs, income level, employment, etc., for use in projecting future County planning needs.

Prepares checklists and surveys to gather information relevant to the development of the County's General Plan, and evaluates information obtained through such survey instruments.

Reviews and makes recommendations regarding General Plan amendments and environmental impact reports.

Prepare a variety of technical planning reports, notices and recommendations related to planning, zoning, land divisions, and environmental quality for presentation to the Planning Commission and/or Board of Supervisors.

Reviews and interprets state and County laws, codes and guidelines associated with current and advanced planning activities. Reviews and/or prepares drafts of new or revised planning ordinances and submits for higher-level review.

Prepares maps, charts, and other graphic materials for presentations and/or reports concerning planning matters. Prepares and makes recommendations on alternative techniques for approaching planning activities and problems. Conducts field inspections and investigations of planning projects to ensure compliance with laws, codes and specifications. Processes a variety of planning-related applications and reviews building permits for zoning code compliance; assists in enforcing zoning codes.

000100

Examples Of Duties, continued:

Receives and responds to inquiries from the public regarding planning and zoning issues. Prepares grant applications for project funding as requested; administers grants. Updates plat maps for addressing system and zoning as required; assists with 911 addressing system maintenance as needed. Attends various committee meetings as appropriate or assigned. Performs general office/administrative work as required, including attending meetings, preparing reports and correspondence, entering computer data, maintaining accounting records, etc. Performs related duties as assigned.

Qualifications:

Knowledge of: Pertinent federal, state and County laws, codes and regulations. Basic principles of urban planning. Current literature, information sources and research techniques in the field of planning. Principles of leadership and supervision.

Ability to: Perform skilled professional planning work with a minimum of supervision. Analyze and compile technical and statistical information. Provide leadership and limited supervision of assigned lower-level staff.

Experience And Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience: One to two years of professional planning experience.

Training: Bachelor's degree from an accredited college or university with major course work in planning, geography, environmental studies, architecture, public administration, economics or other relevant field. Principles and techniques of drafting. Principles and practices of record-keeping. Business letter writing and report preparation; English usage, spelling, grammar and punctuation. Modern office procedures and technology, including computers.

Knowledge of: Advanced principles, theories and practices of urban planning and development. Organizational policies and operating procedures of the department. Principles of economics and statistics. Principles of leadership and supervision.

Ability to: Understand and apply pertinent laws, policies, rules and regulations. Learn to prepare accurate property and zoning descriptions. Prepare maps and graphic illustrations. Use and care for drafting tools and equipment. Collect and analyze research data. Maintain accurate and complete records and files, and prepare reports with accuracy and in a timely manner. Understand and follow oral and written instructions. Use computers for word and data processing. Establish and maintain cooperative working relationships with those contacted during the course of work. Communicate clearly and concisely, both orally and in writing. Make required calculations accurately as required. Perform skilled professional planning work with a minimum of supervision. Analyze and compile technical and statistical information. Provide leadership and limited supervision of assigned lower-level staff.

# EPLS

Excluded Parties List System

**Search Results Excluded By  
Individual : Alexander Popper IV  
as of 24-Feb-2012 2:26 PM EST**

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**Your search returned no results.**

000102



**Joe Bettencourt**  
**Program Coordinator**  
**190 N. Merrill Ave. Willows, CA**  
**(530) 934-6530**

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**SPECIFIC CDBG EXPERIENCE:**

Completed Funds Request, CAAT, and Summary of Expenditures reports for the 2011 CDBG Public Improvements Project in Hamilton City. Completed close out and final Financial & Accomplishment Reports for multiple grants. Experienced in the application of the State Community Development Block Grant Program Grant Management Manual. Attended the CDBG Conference and local meetings on released NOFA's.

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**EDUCATION:**

7/2012	American Public University	Master Public Administration
12/2008	CSU Chico	B.A. Criminal Justice

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**EMPLOYMENT HISTORY:**

❖ Jun 06—Current	County of Glenn Public Works	Maintenance Worker I
❖ July 11—Current	County of Glenn Public Works	Program Coordinator

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**EXPERIENCE AND QUALIFICATIONS:**

Provided all relative grant services including, but not limited to: prepared and submitted grant applications and supporting documents; ensured that reporting and monitoring requirements were met by the required deadline. Evaluated programs and activities in assigned area of responsibility; recommended improvements and modifications. Participated in the preparation and administration of grants. Oversaw the activities of the assigned program(s) and subordinate staff. Recommended personnel assignments to ensure adequate program staffing. Recommended and assisted in the implementation of goals and objectives for programs; established schedules and methods for services; implemented Agency, County and program policies and procedures. Participated in a variety of staff, division and agency meetings. Prepared and submitted a variety of records and reports as required. Performed general administrative work as necessary, including preparing reports and correspondence, reviewing correspondence, copying and filing documents, entering computer data and preparing spreadsheets, etc.

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## ***Duty Statement/Joe Bettencourt***

### Grants Coordinator-

- Provides project/program administration, ensuring compliance with all applicable policies, procedure, rules and regulations.
- Develops writes and distributes requests for qualifications/requests for proposals; reviews RFQ/RFPs from project consultants.
- Prepares grant applications and supporting documents; provides the administration of grants.
- Prepares grant drawdowns; prepares narrative and fiscal reports for funding agencies;.
- Establishes and maintains cooperative working relationships with various agencies as necessary to ensure successful program administration and operation.
- Performs a variety of administrative work including but not limited to: recording CDBG funds received and funds dispersed; maintains all source documentation such as invoices, timesheets and travel claims; reports accrued expenditures FAR, GPR and Close-Out reports; implements federal government policies for procurement; creates and retains files including financial records, correspondence, reporting documentation, etc.
- During the course of accomplishing the intended objectives and benefits in accordance with the contract, will comply with all CDBG regulations, policies, guidelines, and requirements.

**Search Results Excluded By  
Individual : Joseph Bettencourt  
as of 02-Apr-2012 2:51 PM EDT**

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**Your search returned no results.**

000105

**Morton F. August, P.E.**  
Deputy Director of Engineering Group

**Education**  
*University of Southern California (USC), BSCE  
Registration  
California Registration  
CE25164*

**Affiliation**  
*American Public Works Association  
County Engineers Association of California  
League of California Cities  
Redding Rotary Club*

**37 Years Experience**

*Mr. Mort August* possesses over 35 years of municipal engineering experience, and assists Willdan's clientele through his expertise serving as City Engineer and City Public Works Director for numerous California communities. As a member of the Willdan team, Mr. August has managed design units, led partnering workshops, and has assumed responsibility for quality assurance and quality control on numerous projects. For both contract assignments and full-time employment, Mr. August's significant industry knowledge as a Public Works Director has fostered growth and resulted in successful project developments for the cities of Redding, Dana Point, Encinitas, and Manhattan Beach. His most recent assignment for the City of Redding involved managing staff of 125 full-time and 19 part-time employees in Administration, Engineering, Field Operations, and Water and Wastewater divisions. Mr. August also has an extensive and varied construction/project manager experience having served as the Resident Engineer/ Project Manager during his 11-year career with the City of Pasadena. Currently Mr. August is the contract City Engineer for the Cities of Shasta Lake and Mt. Shasta. Mr. August's Public Works management accomplishments include extensive public interaction; establishing and developing the Public Works Department for a newly-incorporated, slow-growth oriented city; supervising professional engineers, inspectors, and surveyors; financial administration and reconciliation for department and program budgets of over \$14 million and making presentations to public groups, City Councils, Boards of Supervisors, California Transportation Commission (CTC) and other policy makers. Mr. August currently manages Willdan's Northern California Region from offices located in Sacramento Office in and allocates staff resources on a variety of projects in Northern California.

**Relevant Project Experience**

*County of Tehama - Sun City*

Mr. August provided staff services to assist the County with the CEQA review, entitlement/ tentative map process and development agreement for the 3000 home, 250,000 sf commercial development proposed by Del Webb/Pulte Homes, which was approved in 2006. His duties include reviewing and comment on all background CEQA document, financial and governance reports, subdivision map review and served on the County's negotiating team for a groundbreaking Development Agreement.

*County of Tehama - Morgan Ranch*

Mr. August is currently assisting the County of Tehama Public Works Department with the review of planning documents and the entitlement process on the 3700 home Morgan Ranch development in northern Tehama County.

*City of Shasta Lake: City Engineering Services*

In this assignment, Mr. August supported the Development Services

Morton F. August, PE  
*Continued*

Director and Public Works Director on a variety of development, funding and project issues. Included in this work effort are the review of traffic impact reports and other CEQA compliance items, approval of improvements plans and subdivision maps and direction and guidance on the maintenance of the City infrastructure.

*City of Red Bluff: City Engineering Services*

In this on-going assignment, Mr. August supports the Public Works Director on a variety of development, funding and project issues. Included in this work effort are the review of improvements plans and subdivision maps and serving as the City Surveyor.

*North Coast Railroad Authority*

Project manager of a diverse team of professional consulting firms assisting this public agency with an on-going \$300 million, multi-year re-operation and rehabilitation of a remote historic freight and passenger railroad that parallels Highway 101 from south of Petaluma to north of Eureka. The railroad currently has over 250 land movements including a dozen major slide events that preclude operation. Funding for this project is very complex and involves numerous Federal and State agencies. Environmental considerations and issues including CEQA/NEPA clearance and resource agencies permitting are a major component of his assignment. To assist NCRA gain compliance with a Consent Decree with the State Attorney General's office and three resource agencies, Mr. August is currently leading his team in the cleanup of hazardous materials and debris at nine former railroad maintenance yards.

*City of Dana Point: La Ventana Bluff Restoration*

Actively participated and provided leadership on extremely complicated \$3.1 million restoration of bluff failure which kept Coast Highway closed for over 2 years and destroyed five homes. Project was truly fast tracked with less than six months from start of design to start of construction including Federal Highway Administration funding, extensive Caltrans and Coastal Commission approval, coordination with ATSF and City of San Clemente, seven impacted property owners and a myriad of attorneys. The project received national recognition as the project of the year awarded by the American Public Works Association.

000107

## **Glenn County Engineer**

The County Engineer will provide modifications to the proposed plan for the construction of storm drains, curbs, gutters, sidewalks and road improvements within Hamilton City if necessary. The County Engineer will prepare quantity estimates as needed prior to and during the project. If required, he/she will provide inspections during construction to assure compliance with plans and specifications. The County Engineer will prepare plans and specifications for the construction, alteration and maintenance of a wide variety of civil engineering facilities including roads, drainage, and bridges. He/she will design road improvements and prepares plans, profiles, cross sections and other details and quantity estimates. He/she will act as resident engineer on this complex construction project within Hamilton City. The County Engineer will inspect major construction projects in progress to assure compliance with plans and specifications.



**Search Results Excluded By  
Individual : Morton August  
as of 26-Mar-2012 12:30 PM EDT**

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**Your search returned no results.**

000109

**CAREER ACCOMPLISHMENTS:**

- Designed, authored, administered and implemented many State, Federal and Private Grants for the enhancement of the businesses, residents and visitors to the County of Glenn
- Developed, authored and implemented the Glenn County Business Development Plan
- Recognized by California Trade & Commerce as instrumental in the development of business and industry in northern California
- Developed and coordinated the implementation of policies and procedures for contracts, purchasing and costs accounting within the County of Glenn, its Divisions and Programs
- Developed and coordinated the implementation of personnel management policies and procedures within the County of Glenn
- Recognized by Golden State Risk Management Agency for outstanding efforts in returning injured workers to their primary functions lowering the Agency's Worker Compensation Experience rates

**EMPLOYMENT:**

- Glenn County Planning & Public Works Agency                                  Staff Services Mgr.      Jul-99 to Current
- Manage daily operations of professional, technical and clerical staff with a focus on Support Services and Public Works Operations
  - Program & Project Management in various areas of the Agency including grant administration, implementation and compliance oversight
  - Compose, prepare, maintain and process a variety of records, reports, plans, correspondence, agreements, contracts and other business management documentation.
  - Prepare bid specifications for services, materials, equipment, vehicle and other procurement tasks.
- Glenn County Public Works    Consultant Services      Jul-98 to Jul-99
- Solid Waste Landfill operations analyst, Recycling Grant Coordinator and Regional Agency staff
  - Procurement Specialist / Contract Management
  - Information Services Coordinator
  - Glenn County Recycling Market Development Zone Administer
- Glenn Economic Development Corporation    Executive Director      Sep-94 to Jul-98
- Develop, coordinate and implement the Glenn County Business Development and Attraction Program
  - Serve as Liaison to California Trade & Commerce
  - Serve as Fiscal Officer Northern California Industrial Development Executives Association
- Land Office Realty    Broker's Assistant      Jun-93 to Jun-98
- Developed and implemented business management procedures
  - Converted manual business operations and accounting systems to computer based
  - Computer programming and software development specific to the management of real estate and rentals

**KNOWLEDGE OF:**

- Pertinent federal, state and county laws and regulations.
- Modern office practices and technology, including the use of computers for data and word processing.
- Organization, fiscal and personnel management.
- Principles of supervision, training and performance evaluation.
- Research methods, techniques and procedures.
- Principles and/or methods of public and/or business administration.
- Budgeting procedures and techniques.
- Principles and procedures of fiscal and statistical record-keeping.
- Business letter writing and report preparation.

Dianna (Di) Aulabaugh  
[daulabaugh@countyofglenn.net](mailto:daulabaugh@countyofglenn.net)  
PO Box 1070 Willows, CA 95988  
T: (530)934-6530, F: (530)934-6533

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## **GLENN COUNTY STAFF SERVICES MANAGER**

### **EXAMPLES OF DUTIES:**

Plans, prioritizes, assigns, supervises and reviews the work of staff involved; provides or coordinates staff training and development. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Coordinates and monitors assigned operations to ensure compliance with policies, procedures and regulations.

Review and analyze proposed legislation and advise management on the potential impact.

Make decisions in financial, personnel, and other administrative systems.

May administer or assist in administering assigned grant programs and ensure compliance with grant requirements.

Conducts research related to assigned programs; analyzes findings; prepares recommendations, reports and necessary correspondence; presents reports to appropriate agency, committee, Board and/or County staff.

Composes, prepares, maintains and/or processes a variety of records, reports, plans, correspondence, agreements, contracts, etc., as required.

Participates in budget preparation and administration; submits justifications for supplies and equipment; monitors and approves expenditures; prepares fiscal reports and updates.

Prepares bid specifications for services and equipment; reviews purchase requisitions and invoices prior to processing; maintains contact with vendors and service providers.

Serves as staff liaison to Board of Supervisors, advisory boards, outside agencies, committees, commissions, etc.; prepares agenda items for the Board.

Attends a variety of meetings with staff, other departments/divisions and/or outside agencies as appropriate; prepares presentation materials and meeting agendas/minutes; disseminates meeting information to departmental staff.

Receives and responds to inquiries, requests for assistance and complaints from County staff, outside agencies and/or the general public.

Performs general administrative duties as required, including but not limited to compiling data for reports, completing and processing various forms, maintaining inventory, developing schedules and calendars, maintaining computer record-keeping operations, creating databases and charts, processing personnel/payroll documents, etc.

Performs routine office duties as required, including but not limited to typing reports and correspondence, copying and filing documents, entering computer data, assembling materials, faxing information, answering the telephone, processing mail, etc.

000111

**Search Results Excluded By  
Exact Name : Aulabaugh, Dianna L.  
SSN/TIN as of 02-Mar-2012 12:55 PM EST**

---

**Your search returned no results.**



GLENN COUNTY  
HUMAN RESOURCE AGENCY  
HRA



SOCIAL SERVICES  
DIVISION  
P.O. Box 611  
420 E. Laurel St.  
Willows, CA 95988  
(530) 934-6514

SCOTT GRUENDL  
DIRECTOR

COMMUNITY ACTION  
DIVISION  
420 E. Laurel St.  
Willows, CA 95988  
(530) 934-6510

July 26, 2011

Department of Housing and Community Development  
Financial Assistance Division/State CDBG Program  
Attn: Fiscal Unit  
1800 Third Street, Rm 330  
Sacramento, CA 95811

RE: Glenn County GPR's

Enclosed please find the Grantee Performance Reports for grant #08-EDEF-5888 and #09-STAR-6385 from Glenn County. Also enclosed are the public notice documents and affidavit.

Should you have any questions, please contact me at (530) 934-1466.

Sincerely,

Suzi Kochems  
Administrative Services Officer  
Glenn County HRA

Enclosures

SOUTH COUNTY FACILITY LOCATION  
420 E. Laurel St.  
Willows, CA 95988

TOLL FREE 1-800-287-8711

NORTH COUNTY FACILITY LOCATION  
604 East Walker Street, Suite A  
Orland, CA 95963

000113

# Grantee Performance Report

Report Period (FY) 6/30/2011 Standard Agreement # 08-EDEF-5888

Please Check One

- Annual GPR  
 Final GPR

Jurisdiction Name: County of Glenn

Name of Contact: Yassi Lam  
 Address of Contact: 420 E. Laurel  
Willows, CA, 95988

Telephone Number: 530-934-1494

E-Mail Address: yiam@hra.co.glenn.ca.us

## SUMMARY OF ACTIVITIES

Indicate the Fiscal Year, the Standard Agreement Number, and if this is an "Annual" or "Final" Grantee Performance Report (GPR). Below identify all activities included in the Standard Agreement by checking the box in Column A for all Non-Housing activities or Column C for all LMH activities. Select only one box per activity. LMH is for activities funded under the National Objective of Low and Moderate Housing. The Standard Agreement should clearly identify the National Objective for each activity. Once all activities under the Agreement are identified in Column A and C, use the page button next to the check off box to be directed to the correct page to complete the report. Use the drop-down box in Column E to indicate the Status of the activity. The Status can be "In Progress" when no information is available to report, or it can be "Data Enclosed". Column E is intended to eliminate the need to submit blank pages of the GPR if no beneficiary data is available to report. If you have any questions regarding the form or the correct matrix code, contact your CDBG Representative.

	A	B	C	D	E
				In Support of Housing (LMH)	Status Drop down
(01) Acquisition of Real Property	<input type="checkbox"/>	Page 1			.
(02) Disposition	<input type="checkbox"/>	Page 1			.
(03) Public Facilities & Improvements*	<input type="checkbox"/>	Page 6	<input type="checkbox"/>	Page 3	.
(03A) Senior Centers	<input type="checkbox"/>	Page 6			.
(03B) Handicapped Centers	<input type="checkbox"/>	Page 6			.
(03C) Homeless Facilities	<input type="checkbox"/>	Page 6			.
(03D) Youth Centers	<input type="checkbox"/>	Page 6			.
(03E) Neighborhood Facilities	<input type="checkbox"/>	Page 6			.
(03F) Parks, Recreation Facilities	<input type="checkbox"/>	Page 6			.
(03G) Parking Facilities	<input type="checkbox"/>	Page 6			.
(03H) Solid Waste Disposal Imp.*	<input type="checkbox"/>	Page 6	<input type="checkbox"/>	Page 3	.
(03I) Flood Drainage Improvement*	<input type="checkbox"/>	Page 6	<input type="checkbox"/>	Page 3	.
(03J) Water/Sewer Improvements*	<input type="checkbox"/>	Page 6	<input type="checkbox"/>	Page 3	.
(03K) Street Improvements*	<input type="checkbox"/>	Page 6	<input type="checkbox"/>	Page 3	.
(03L) Sidewalk Improvements*	<input type="checkbox"/>	Page 6	<input type="checkbox"/>	Page 3	.
(03M) Child Care Centers	<input type="checkbox"/>	Page 6			.
(03N) Tree Planting	<input type="checkbox"/>	Page 6	<input type="checkbox"/>	Page 3	.
(03O) Fire Station/Equipment	<input type="checkbox"/>	Page 6			.
(03P) Health Facilities	<input type="checkbox"/>	Page 6			.
(03Q) Abused and Neglected Children Facilities	<input type="checkbox"/>	Page 6			.
(03R) Asbestos Removal	<input type="checkbox"/>	Page 6			.
(03S) Facilities for Aids Patients	<input type="checkbox"/>	Page 6			.
(03T) Operating Costs of Homeless/Aids	<input type="checkbox"/>	Page 6			.
(04) Clearance and Demolition	<input type="checkbox"/>	Page 1			.
(04A) Cleanup of Contaminated Sites	<input type="checkbox"/>	Page 1			.
(05) Public Services - General	<input type="checkbox"/>	Page 7			.
(05A) Senior Services	<input type="checkbox"/>	Page 7			.
(05B) Handicapped Services	<input type="checkbox"/>	Page 7			.
(05C) Legal Services	<input type="checkbox"/>	Page 7			.



**Grantee Performance Report**

Report Period (FY) 12/31/2011 Standard Agreement # 08-EDEF-5888

Please Check One

- Annual GPR
- Final GPR

Jurisdiction Name: County of Glenn

Name of Contact: Yassi Lam  
 Address of Contact: 420 E. Laurel  
Willows, CA. 95988

Telephone Number: 530-934-1494

E-Mail Address: ylam@hra.co.glenn.ca.us

**SUMMARY OF ACTIVITIES**

Indicate the Fiscal Year, the Standard Agreement Number, and if this is an "Annual" or "Final" Grantee Performance Report (GPR). Below identify all activities included in the Standard Agreement by checking the box in Column A for all Non-Housing activities or Column C for all LMH activities. Select only one box per activity. LMH is for activities funded under the National Objective of Low and Moderate Housing. The Standard Agreement should clearly identify the National Objective for each activity. Once all activities under the Agreement are identified in Column A and C, use the page button next to the check off box to be directed to the correct page to complete the report. Use the drop-down box in Column E to indicate the Status of the activity. The Status can be "In Progress" when no information is available to report, or it can be "Data Enclosed". Column E is intended to eliminate the need to submit blank pages of the GPR if no beneficiary data is available to report. If you have any questions regarding the form or the correct matrix code, contact your CDBG Representative.

	A	B	C	D	E
				In Support of Housing (LMH)	Status Drop down
(01) Acquisition of Real Property	<input type="checkbox"/>	<input type="checkbox"/> Page 1			.
(02) Disposition	<input type="checkbox"/>	<input type="checkbox"/> Page 1			.
(03) Public Facilities & Improvements*	<input type="checkbox"/>	<input type="checkbox"/> Page 6	<input type="checkbox"/>	<input type="checkbox"/> Page 3	.
(03A) Senior Centers	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03B) Handicapped Centers	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03C) Homeless Facilities	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03D) Youth Centers	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03E) Neighborhood Facilities	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03F) Parks, Recreation Facilities	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03G) Parking Facilities	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03H) Solid Waste Disposal Imp.*	<input type="checkbox"/>	<input type="checkbox"/> Page 6	<input type="checkbox"/>	<input type="checkbox"/> Page 3	.
(03I) Flood Drainage Improvement*	<input type="checkbox"/>	<input type="checkbox"/> Page 6	<input type="checkbox"/>	<input type="checkbox"/> Page 3	.
(03J) Water/Sewer Improvements*	<input type="checkbox"/>	<input type="checkbox"/> Page 6	<input type="checkbox"/>	<input type="checkbox"/> Page 3	.
(03K) Street Improvements*	<input type="checkbox"/>	<input type="checkbox"/> Page 6	<input type="checkbox"/>	<input type="checkbox"/> Page 3	.
(03L) Sidewalk Improvements*	<input type="checkbox"/>	<input type="checkbox"/> Page 6	<input type="checkbox"/>	<input type="checkbox"/> Page 3	.
(03M) Child Care Centers	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03N) Tree Planting	<input type="checkbox"/>	<input type="checkbox"/> Page 6	<input type="checkbox"/>	<input type="checkbox"/> Page 3	.
(03O) Fire Station/Equipment	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03P) Health Facilities	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03Q) Abused and Neglected Children Facilities	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03R) Asbestos Removal	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03S) Facilities for Aids Patients	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(03T) Operating Costs of Homeless/Aids	<input type="checkbox"/>	<input type="checkbox"/> Page 6			.
(04) Clearance and Demolition	<input type="checkbox"/>	<input type="checkbox"/> Page 1			.
(04A) Cleanup of Contaminated Sites	<input type="checkbox"/>	<input type="checkbox"/> Page 1			.
(05) Public Services - General	<input type="checkbox"/>	<input type="checkbox"/> Page 7			.
(05A) Senior Services	<input type="checkbox"/>	<input type="checkbox"/> Page 7			.
(05B) Handicapped Services	<input type="checkbox"/>	<input type="checkbox"/> Page 7			.
(05C) Legal Services	<input type="checkbox"/>	<input type="checkbox"/> Page 7			.

# CDBG Financial & Accomplishment Report (FAR)

(Due Semi-Annual and at Closeout)

<b>Grantee:</b> County of Glenn <b>Address:</b> 777 N. Colusa St Willows, CA 95988 <b>Phone:</b> (530) 934-6530	<b>Preparer:</b> Joe Bettencourt <b>Title:</b> Grants Coordinator <b>Organization:</b> County of Glenn <b>Phone:</b> (530) 934-6530 <b>E-Mail Address:</b> jbettencourt@countyofglenn.net
<b>Grant No.:</b> 09-STAR-6385 <b>Grant Amend. No.:</b>	
<b>Execution Date:</b> 03/23/10 <b>Expiration Date:</b> 06/30/12	
<b>CDBG Program Rep:</b>	
<b>Bi-annual FAR Closeout Report</b>	

Section I - Fund Status		From:	To:
		07/01/11	12/31/11
Section I Part A - Requested Fund Information			
(1)	(2)	(3)	(4)
Contract Activities	HUD Code	Budgeted Amount	Total Requested To Date
General Administration	21A	\$ 27,500.00	\$ 15,399.00
Public Improv Activity Delivery	03KD	\$ 106,699.00	\$ 41,287.00
Public Improv-Drain/Curb/Gutter	03K	\$ 782,460.00	\$ 431,547.00
4-			
5-			
6-			
7-			
Total		\$ 916,659.00	\$ 488,233.00

Section I Part B - Accrued Expenditures & Milestones			
(1)	(2)	(3)	(4)
Contract Activities	HUD Code	Budgeted Amount	Previously Reported
General Administration	21A	\$ 27,500.00	\$ 10,394.00
Public Improv Activity Delivery	03KD	\$ 106,699.00	\$ 37,300.00
Public Improv-Drain/Curb/Gutter	03K	\$ 782,460.00	\$ 232,422.00
4-			
5-			
6-			
7-			
Total		\$ 916,659.00	\$ 280,116.00

Section II - Expenditure of Match, Leverage & State /Federal Sources						
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Contract Activities	Funding Source	Total Budget	Previously Reported	Expended This Quarter	Expenditures To Date (Col. 4 + 5)	Percent Expended (Col. 6 / 3)
Public Improv-Drain/Curb/Gutter	L110 Staff Time	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	100%
4-						
5-						
6-						
7-						
Total		\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	100%

**\*Note: If Funds-on-Hand exceeds 5,000, please explain why in Section VI - Comments.**

# CDBG Financial & Accomplishment Report (FAR)

Grantee: County of Glenn Grant No.: 09-STAR-6385 Report Period: From: 07/01/11 To: 12/31/11

**Section VII - ACCOMPLISHMENT NARRATIVE** (Significant Changes; Problems Encountered; Milestones Met. Please refer to instructions.):

**Second Quarter of the Semi-annual Report Period. From: July 1, 2011 to November 30, 2011**

Contract Activities	HUD Code	Narrative Accomplishments
General Administration	21A	General project coordination, facilitate meetings, fiscal reporting
Public Improv-Activity Delivery	03KD	
Public Improv-Drain/Curb/Gutter	03KD	Completion of 1000 linear feet of storm drain, layout and construction of 1000 linear feet of curb and gutter.
5.		
6.		
7.		

**Second Quarter of the Semi-annual Report Period. From: October 1, 2011 To: December 31, 2011**

Contract Activities	HUD Code	Narrative Accomplishments
General Administration	21A	General project coordination, facilitate meetings, fiscal reporting
Public Improv-Activity Delivery	03KD	
Public Improv-Activity Delivery	03K	Completion of 1000 linear feet of storm drain, layout and construction of 1000 linear feet of curb and gutter.
4.		
5.		
6.		
7.		

**Grantee Certification:**

I certify to the best of my knowledge that this report is true in all respects, that the reported amounts agree with the official accounting records, and that all disbursements have been made for the purposes and conditions of this grant.

Name: John F. Linhart  
 Signature: \_\_\_\_\_  
 Title: Director, Glenn County Planning & Public Works Agency  
 Date: 3/12/2012

**FOR HCD USE ONLY**

CDBG Rep: \_\_\_\_\_  
 Approval Date: \_\_\_\_\_

# Section 3 Summary Report

Economic Opportunities for  
Low – and Very Low-Income Persons

U.S. Department of Housing  
and Urban Development  
Office of Fair Housing  
And Equal Opportunity

OMB Approval No: 2529-0043  
(exp. 11/30/2010)

HUD Field Office:

Section back of page for Public Reporting Burden statement

1. Recipient Name & Address: (street, city, state, zip)  County of Glenn 777 N. Colusa St Willows, CA 95988		2. Federal Identification: (grant no.) <b>09-STAR-6385</b>	3. Total Amount of Award: <b>\$916,659</b>
		4. Contact Person <b>Joe Bettencourt</b>	5. Phone: (Include area code) <b>530-934-6530</b>
		6. Length of Grant: <b>3/23/10 - 6/30/12</b>	7. Reporting Period: <b>3/23/10 – 6/30/10</b>
8. Date Report Submitted: <b>03/12/12</b>	9. Program Code: (Use separate sheet for each program code)	10. Program Name: <b>CDBG State Admin</b>	

**Part I: Employment and Training (\*\* Columns B, C and F are mandatory fields. Include New Hires in E & F)**

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F Number of Section 3 Trainees
Professionals	0				
Technicians	0				
Office/Clerical	0				
Construction by Trade (List Trade)	0				
Trade	0				
Trade	0				
Trade	0				
Trade	0				
Other (List)	0				
<b>Total</b>	<b>0</b>	<b>0</b>			<b>0</b>

\* Program Codes  
1 = Flexible Subsidy  
2 = Section 202/811

3 = Public/Indian Housing  
A = Development,  
B = Operation  
C = Modernization

4 = Homeless Assistance  
5 = HOME  
6 = HOME State Administered  
7 = CDBG Entitlement

8 = CDBG State Administered  
9 = Other CD Programs  
10 = Other Housing Programs

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE  
FEDERAL PROGRAMS BRANCH

Community Development Block Grant (CDBG) Program

1800 Third Street, Suite 330

P. O. Box 952054

Sacramento, CA 94252-2054

Phone (916) 522-9398

FAX (916) 319-8488 or (916) 327-0579



October 19, 2011

Mr. Scott Gruendl, Director  
Human Resource Agency  
And Mr. John Linhart, Director  
Planning and Public Works Agency  
County of Glenn  
420 East Laurel Street  
Willows, CA 95988

**RE: December 5-7, 2011 Monitoring Visit for Community Development Block Grant (CDBG) Program Compliance**

Dear Mr. Gruendl and Mr. Linhart:

The Department of Housing and Community Development, Community Development Block Grant (CDBG) Program is required to conduct on-site monitoring visits with State Grantees.

In consultation with Ms. Annette Chavez, a monitoring visit has been scheduled for December 5 to December 7, 2011 at the County of Glenn (County) offices located at 420 East Laurel Street, Willows, CA.

The monitoring team will consist of Leticia Martinez, Monitoring Representative, Jon Diedesch, Economic Development Representative, and Thomas Brandeberry, Section Chief. The monitoring will begin with an Entrance Conference on Monday, December 5, 2011 at 10:30 a.m. and will conclude after the Exit Conference, which is scheduled for 9:00 a.m. on Wednesday, December 7, 2011.

The review will focus on CDBG administrative and regulatory compliance for the following Contract Numbers:

- 08-EDEF-5888; and
- 09-STAR-6385.

The sequence of events for the monitoring will be as follows:

1. Entrance Conference with you and/or your representatives to discuss the visit's purpose and schedule;
2. Review of program files;
3. Interviews with your staff, contractors and other parties, as appropriate;
4. On-site visit to selected project sites; and
5. Exit Conference with you and/or your representative(s) to explain any identified compliance issues and discuss potential corrective actions.

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The following topic areas may be covered during the visit, as time permits:

1. General compliance with federal and state requirements such as:
  - Citizen Participation (including Public Information Binders);
  - Equal Opportunity and Fair Housing;
  - County Employment Policies;
  - Drug Free Workplace;
  - Program Recordkeeping;
  - Conflict of Interest; and
  - Other requirements.
2. Procurement process compliance with 24 CFR 85.36, such as:
  - Types of procurement processes used;
  - Documentation that the proper processes were followed;
  - Review of procurement files; and
  - Other procurement requirements.
3. Review of the County's NEPA documentation, such as:
  - Level of review by activity;
  - Supporting documentation;
  - Complete environmental review record (ERR);
  - Clearance prior to obligation of federal funds;
  - Changes to scope of work vs. originally prepared NEPA; and
  - Other NEPA requirements.
4. Review of compliance for CDBG national benefit:
  - Activity eligibility;
  - Target area(s); and
  - Proper income qualification processes.
5. Labor standards compliance:
  - Wage rates;
  - Proper wage classifications;
  - Certified payrolls;
  - Timely reviews of certified payrolls; and
  - Other related requirements.
6. Financial Management of CDBG funds, such as:
  - Cash receipts and disbursements;
  - CDBG Program Income revolving loan account administration including interest income;
  - Contractor/Consultant financial oversight and disbursements;



Mr. Gruendl and Mr. Linhart  
County of Glenn  
October 19, 2011  
Page 3

- CDBG fiscal reporting;
- Cash management procedures; and
- Other requirements.

Please have all the County's records available for review. In order to ensure that all required documentation/information is available during this monitoring visit, the County is encouraged to review the monitoring checklists in Chapter 12 of the State CDBG Grant Management Manual located at:  
<http://www.hcd.ca.gov/fa/cdbg/manual/chapter12.html>.

If you have any questions regarding the scope of the monitoring, please contact Monitoring Representative Leticia Martinez at (916) 552-9357 or [lmartinez@hcd.ca.gov](mailto:lmartinez@hcd.ca.gov).

Thank you for your cooperation.

Sincerely,



Karen Patterson  
NSP/Monitoring Manager

cc: Annette Chavez, CBO, Deputy Director  
Jeff Lucas, Consultant, CDS

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**From:** Pat Auser on behalf of Scott Gruendl - Director  
**Sent:** Thursday, October 20, 2011 1:07 PM  
**To:** Suzi Kochems; Christine Zoppi; Korri VonSeggern; Bill Wathen  
**Subject:** FW: Glenn Co-CDBG Monitoring 12/5/11  
**Attachments:** 1. General Compliance.doc; 2. Environmental Review.doc; 3. Procurement.doc; 8. Labor Standards.doc; 9. Program Income.doc; 10. Economic Development Monitoring.doc; 14. FinancialManagement.doc; Glenn Co-CDBG Monitoring Confirmation.10-19-11.pdf

I am adding you all into this (thinking you have a part in this).

*Pat*

---

**From:** Leticia Martinez [<mailto:LMartinez@hcd.ca.gov>]  
**Sent:** Thursday, October 20, 2011 12:20 PM  
**To:** Scott Gruendl - Director; John Linhart  
**Cc:** 'Annette Chavez'; 'jefflucas@mchsi.com'  
**Subject:** Glenn Co-CDBG Monitoring 12/5/11

Good Afternoon!

Attached, please find the CDBG Monitoring Confirmation letter for the scheduled visit beginning on Monday, December 5, 2011. (The original will be in today's mail.)

It would save a lot of time if you would review the checklists that we expect to use during the monitoring and have the answers to any "interview questions" as well as all applicable census data for the County, County employees, and beneficiaries (see 1. General Compliance Checklist).

Attached are the Monitoring Checklists that we anticipate using for this monitoring. In addition to the attached checklists, we will be asking questions and reviewing files to ensure compliance with ARRA funding requirements/regulations. If you would like to view all the available monitoring checklists, they are located on our website at:

<http://www.hcd.ca.gov/fa/cdbg/manual/chapter12.html>

I would also like to ask if the monitoring team will be able to have access to the internet (Wi-Fi or wired) while conducting the monitoring. If internet access is not available, it is not a problem. We just want to plan accordingly for responding to business e-mails. Please let me know.

If you have any questions regarding this monitoring visit, please contact me.

Thank you.

*Leticia Martinez*  
*Monitoring Representative*  
*CDBG Section*  
*Department of Housing and Community Development*  
*1800 3rd Street, Suite 330*  
*Sacramento, CA 95811*

[lmartinez@hcd.ca.gov](mailto:lmartinez@hcd.ca.gov)

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**2012 CDBG APPLICATION**  
*Enterprise Fund Activity*

**MICROENTERPRISE ASSISTANCE - Forms**

**TABLE OF CONTENTS**

*\*Click on the box, drop-down menu or text box to enter information.*

<b>A. ACTIVITY</b>	<b>SELECT</b>	<b>DOCUMENTATION</b>	<b>PAGE(S)</b>
1. <b>Scored or Un-Scored Activity</b>	Yes	Scored	125
2. <b>Activity Funding</b>	Yes		125
3. <b>Description of Activity</b>	Yes	Narrative	125-126
4. <b>Combination Program and Funding by Activity Table</b>	No	Chart	126-127
5. <b>Activity Sources and Uses Table</b>	Yes	Chart	127
6. <b>Relocation</b>	No	Check One on Chart	127
7. <b>Program Operator</b>	Yes	Check All That Apply On Chart	128
<b>B. NEED</b>			
1. <b>Unemployment Rate</b>	YES	13.5%	128
2. <b>Market Analysis</b>	Yes		136
a) Understanding Market Conditions	YES	Narrative	136-151
b) Identifying and Analyzing Lending Opportunities and Competitors	NO	Narrative	136-151
c) Demand Projections	YES	Narrative	136-151
d) Conclusions	YES	Narrative	136-151
<b>C. BENEFIT</b>			
1. <b>Poverty Rate</b>	Yes	18.1%	129
2. <b>Proposed Activity and Beneficiaries</b>	Yes	Chart	130
<b>D. READINESS</b>			
1. <b>Program Description</b>			
Program Organization and Activity Flow Charts	Combination	Charts	174
Business Assistance Task Matrix	Combination	Task Matrix	176-177
Description of the Organization and Structure	Yes	Narrative	142-143, 175
2. <b>Program Operator Status</b>			
Approved contracts for all subrecipients and consultants procured (or)	NO	Combination	NA
Grantee will be using in-house staff solely, or in conjunction with others	In-house sta	Combination	152-172

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**2012 CDBG APPLICATION**  
**Enterprise Fund Activity**

**MICROENTERPRISE ASSISTANCE - Forms**

for activity (or)			
Grantee does not have approved contracts and/or agreements Executed subrecipient agreement; program operator contract; or sample RFP	YES	Draft RFP Duty Stater	132,178-188
<b>3. Program Operator and/or Consultant Documentation</b>			
Complete duty statements	Yes	RFP Not Procured	68, 72, 75, 79, 132
Complete resumes of program operator and staff	Yes	RFP Not Procured	165-172
Identification of key staff performing ED financial analysis and underwriting	Yes	RFP Not Procured	154-164
Documented experience of the program operator and staff	Yes	RFP Not Procured	152-172
Performance on Past CDBG Economic Enterprise Fund Grants:			
1) 2008 Performance on Past Economic Enterprise Fund Grant 2008	Yes	ME Only	134
2) 2008 Performance on Past Economic Enterprise Fund Grant 2009	NO	Check One	135

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**2012 CDBG APPLICATION**  
***Enterprise Fund Activity***

**MICROENTERPRISE ASSISTANCE - Forms**

**A. Activity Information:**

1. **Is this activity being submitted as a scored activity, or as an Un-Scored (Set-Aside) Activity?**

**Scored Activity**       **Un-Scored (Set-Aside) Activity**

2. **How much is being requested for this Microenterprise Activity?**

\$ 277,500 = (250,000) + (27,500)

Total Requested for this Activity = (Activity \$\$) + (Activity Delivery \$\$)

3. **Description of Activity:** *(See instructions.)*

From August 2006 to December 2011, the Glenn County Human Resource Agency (HRA) has administered a rural Microenterprise Assistance Program. This Program, supported by state Community Development Block Grant (CDBG) funds, has assisted over sixty eligible entrepreneurs in all areas of business operations, including business feasibility analysis, understanding business basics and fundamentals, business start-up, small business plan development, in-depth marketing assistance, understanding cash flow, improving business operations, addressing workforce needs, and business loan preparation. Three rounds of successful program operation have provided the Agency and its partners with valuable experience and the capacity to meet local microenterprise needs and objectives.

HRA is submitting a grant application for Economic Development (ED) - Microenterprise Activity in response to the 2012 CDBG Notice of Funding Availability (NOFA) "Super-NOFA." The County of Glenn is submitting a "comprehensive" grant application and is applying for funds for Economic Development/Microenterprise Activity, Public Infrastructure, and Planning and Technical Assistance. If funded, HRA plans to improve its rural Glenn County Microenterprise Assistance Program based on feedback provided by HCD staff and program consultants which indicates that HRA Microenterprise staff need to improve their participant assessment and technical assistance capacity in the areas of realistic business planning, personal budget development, and fact based business forecasting relative to owner's draw needs.

The Agency wants to build upon past successes, continue the positive collaboration with our team of consultants, including those at Community Development Services (CDS) and the Center for Economic Development (CED), and grow our local economy - one small business at a time. The County of Glenn, in direct response to business needs and area economic conditions, secured loan funding in the amount of \$30,000 (non-CDBG funds) to support microenterprise start-ups and expansions.

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**2012 CDBG APPLICATION**  
**Enterprise Fund Activity**

**MICROENTERPRISE ASSISTANCE - Forms**

The plan is for HRA to provide overall program oversight and administration, marketing and outreach, microenterprise eligibility documentation, assessment of the participant needs, provision and coordination of technical assistance to support the entrepreneur, conduct program evaluation, and implement ongoing system improvement. Ongoing program improvements will include training for Agency staff in the areas of participant assessment, specifically, learning how to effectively evaluate a participant's personal budget needs in relationship to developing realistic business owner draw forecasts. This training will be arranged with CAMEO. CED will provide in-depth business technical assistance and coaching to qualified microenterprises, including market research and analysis, budgeting, understanding financial statements, financial analysis, marketing strategy development, website design (including search engine optimization), development of the business' social media marketing strategy, and loan preparation. CDS will provide loan underwriting services and technical support. We believe this model offers integrated, comprehensive business services for our local entrepreneurs based on our program's capacity.

HRA believes this program design meets the guidelines and intent of the state CDBG ED - Microenterprise Activity. If funded, HRA is prepared for immediate roll-out, procurement of consultants, staff training, and program implementation. Our past experience, and commitment to ongoing staff training combined with access to capable consultants and local small businesses, potential entrepreneurs, and area stakeholders including members of the Cities-County Economic Development Steering Committee, will facilitate re-launch of the rural Glenn County Microenterprise Assistance Program.

The Cities-County Economic Development Steering Committee is a collaborative team focused on supporting and improving Glenn County's business and economic environment and is made up of staff and elected officials from the City of Orland, City of Willows, and County of Glenn, representatives from the City of Orland-Economic Development Commission and the Willows Economic Development Committee (an independent non-governmental entity), representatives from the Orland and Willows Chambers of Commerce, Glenn County Resource Conservation District, Glenn County Office of Education, private-sector business owners, and interested citizens. The Steering Committee supports this application for microenterprise funds and will provide referrals to the program through its membership network.

4. Is this activity a component of an Enterprise Fund Combo program? *If Yes, fill in the table below.*

Yes       No

Activity	Activity Amount Requested (\$)	Activity Delivery Amount Requested	Total Amount Requested
----------	--------------------------------	------------------------------------	------------------------

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**2012 CDBG APPLICATION**  
**Enterprise Fund Activity**

**MICROENTERPRISE ASSISTANCE - Forms**

		(\$)	(\$)
<b>Business Assistance</b>			
Financial Assistance	\$	\$	\$
<b>Microenterprise</b>			
Technical Assistance	\$250,000	\$27,500	\$277,500
Financial Assistance	\$	\$	\$
Support Services	\$	\$	\$
<b>ME Activity Totals</b>	\$	\$	\$
<b>COMBO Activity Totals</b>	\$	\$	\$
General Administration* (not to exceed 7.5 percent (%))			\$22,500
<b>Total Amount Requested (not to exceed \$500,000)</b>			\$300,000

**Notes:**

- General Administration (GA) not to exceed 7.5 percent (7.5%) of Total Amount Requested.
- Activity Delivery is not to exceed 15% of Activity Amount.
- No Program Income may be committed to this Activity.
- No leverage will be scored; no backup will be required.

**5. Sources and Uses:**

<b>Microenterprise Assistance Funding Sources</b>					
<b>Uses</b>	<b>State (\$) CDBG</b>	<b>Bank (\$)</b>	<b>Jurisdiction (Applicant) (\$)</b>	<b>Other (\$) (specify)</b>	<b>Total</b>
Technical Assistance	250,000				250,000
Financial Assistance			30,000		30,000
Support Services					
Activity Delivery	27,500				27,500
General Administration	22,500				22,500
Other (specify)					
<b>TOTAL (\$)</b>	300,000		30,000		330,000

**6. Relocation Compliance? (Check the one that applies)**

- No projects identified at this time. No review of relocation compliance is required.
- Existing project(s) identified for financial assistance (If an identified project or loan will trigger relocation activities, a project-specific relocation

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**2012 CDBG APPLICATION**  
**Enterprise Fund Activity**

**MICROENTERPRISE ASSISTANCE - Forms**

*plan must be submitted for Department review at time of underwriting the loan).*

**7. Who will be the Program Operator? (Check all that apply)**

- Jurisdiction (Applicant)
- Consultant (For-Profit)
- Subrecipient (Non-Profit)
- Other Unit of Local Government
- Other Public Agency
- Other Non-Profit
- Other (Specify):

**B. Need for Activity:**

In this section, the need for Microenterprise Assistance is based on the jurisdiction's annual unemployment rate as well as a Market Analysis provided by the applicant.

**Average Unemployment Rate** - Enter the Jurisdiction's average annual unemployment rate using information contained in **Appendix O - Monthly Labor Force Data for Counties, Report 400C**.

Annual Average Unemployment Rate*	<b>13.5%</b>
-----------------------------------	--------------

\* Value rounded to one decimal place, e.g. 12.6%

**Market Analysis** - See the Instructions for the outline to follow to develop the market analysis.

- Understanding Market Conditions
  - Identifying/Analyzing Lending Opportunities and Competitors
  - Demand Projections
  - Conclusions
- Documentation provided on pages: Attachment #1, Pages 136-151

**C. Benefit:**

The Applicant must provide the following information:

- 1. Poverty Rate** - Enter the Jurisdiction's poverty rate using information contained in **Appendix A**.

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*Enterprise Fund Activity*

MICROENTERPRISE ASSISTANCE - Forms

Poverty Rate\*

18.1%%

*\*Carry out all % to one decimal point, e.g. 12.6%*

**2012 CDBG APPLICATION**  
*Enterprise Fund Activity*

**MICROENTERPRISE ASSISTANCE - Forms**

**2. Proposed Activity and Beneficiaries – Microenterprise Assistance:**

**Proposed Activity(s) and Beneficiaries**

Complete and enter the following information: 1) the projected number of businesses to be assisted; and 2) the estimated number of jobs to be created and/or retained by each activity proposed under this application

ACTIVITY	# of Business Expansions	# of Business Start-Ups	# Jobs Created/ Retained	# LOW-MOD Jobs*	CDBG National Objective*
<b>Microenterprise</b>					
Business Loans	Micro - 14	Micro - 8	Micro - N/A	Micro - N/A	<input type="checkbox"/> Slums/Blight <input checked="" type="checkbox"/> LOW-MOD - Jobs

\* For Microenterprise Assistance activities meeting the TIG benefit, National Objective, all persons/business owners must be documented as low income. Microenterprise activities are not required to create or retain jobs but must track any job activity for CDBG reporting purposes.

**D. Readiness:**

**1. Program Description:**

- Program Organization and Activity Flow Chart:** Please use the sample in **Appendix S**.

Documentation provided on pages: Attachment #1, Pgs. 142-146, 174

- Microenterprise Assistance Task Matrix:** Please complete the Sample Microenterprise Assistance Task Matrix form below.

**2012 CDBG APPLICATION**  
**Enterprise Fund Activity**

**MICROENTERPRISE ASSISTANCE - Forms**

**SAMPLE MICROENTERPRISE ASSISTANCE TASK MATRIX FORM**

Task	Program Operator	City/County
Approve RLF Guidelines		X
Clear Special Conditions		X
Prepare Funds Requests		X
Monitor Grant Expenditures		X
Generate Fiscal/Performance Reports		X
Coordinate grant activities with Program Operator and Grantee		X
Oversee program implementation and activities		X
Compile official grant project files		X
Monitor achievement of goals	X	X
Report on progress to Grantee and local governing body		X
Meet with local econ developers to solicit referrals	X	X
Create and distribute program flyers and newsletters		X
Write press releases and market Microenterprise services		X
Participate in Loan Advisory Review	X	X
Loan Servicing and Accounting	X	X
Create and update the program website		X
Determine business size and eligibility as a microenterprise		X
Ascertain readiness of potential participant		X
Ascertain readiness in eligible, enrolled participant	X	X
Gather baseline data on potential participant	X	X
Gather baseline data on eligible, enrolled participant		X
Field calls from potential participant		X
Create service plan for eligible, enrolled participant	X	X
Coordinate course offerings with community colleges and other providers		X
Set up courses and schedules for eligible, enrolled participants		N/A
Assist in preparing business plan and marketing strategy	X	X
Conduct courses		X
Curriculum Development		N/A
Class/Training Preparation		X
Guide eligible, enrolled participants in resolving business issues	X	X
Field calls from enrolled, eligible participants	X	X
Meetings/counsel sessions with eligible, enrolled participants	X	X
Assist in preparing loan application	X	X

**2012 CDBG APPLICATION**  
*Enterprise Fund Activity*

**MICROENTERPRISE ASSISTANCE - Forms**

Collect and input eligible, enrolled participant data		X
Prepare and submit cost allocation plan		X
Report on program outcomes	X	X
Determine indicators for tracking		X
Evaluate program effectiveness	X	X
Create database to match participant data collection		X
Attend HCD Workshops	X	X
Microenterprise Financial Assistance -Part 5 Income Determination		X
Microenterprise Technical Assistance – Income screen for TIG status to establish eligibility		X
<i>Add additional task here</i>		
<i>Add additional task here</i>		

**Description of the Organization and Structure**

Description provided on pages: Attachment #1, Pages 142-146

**3. Program Operators Status:**

The application has approved contracts for all subrecipients and consultants according to HUD Procurement Guidelines.

Description provided on pages: \_\_\_\_\_

The applicant has indicated the Grantee will use in-house staff to act as the sole program operator, or in conjunction with a subrecipient or consultant. The applicant has identified the staff responsible for doing the work and/or activity.

Description provided on pages: \_\_\_\_\_

The applicant does not have approved contracts or agreements but will be procuring services for this activity. The applicant must provide a copy of the subrecipient agreement or Request for Proposal (RFP) that will be used by the grantee to procure the program operator and/or consultants for this activity. In the case where the applicant uses an RFP procurement process, the applicant must provide the method of evaluation and selection for the program operator and/or consultants.

Documentation provided on pages: Attachment #2/RFP, Pages 178-188

**4. Program Operator and/or Consultant Qualification Documentation:**

The applicant must include the following for each individual performing work under this activity:

Complete duty statement for all job positions.

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**2012 CDBG APPLICATION**  
***Enterprise Fund Activity***

**MICROENTERPRISE ASSISTANCE - Forms**

Description provided on pages: 68,72,75,79

- Complete resumes of the individuals performing the work including all relevant experience, and emphasize actual CDBG Revolving Loan Fund, grant management, marketing and CDBG financial underwriting experience.

Description provided on pages: 152-172

- Identification of the individual or individuals performing the Microenterprise technical assistance and/or financial underwriting for microenterprise loans.

Description provided on pages: 142, 154-164

- Provide certificates of training that substantiate microenterprise program design and implementation expertise, microenterprise financial expertise or CDBG specialization, such as microenterprise counseling, training material development and micro loan underwriting and deal structuring.

Documentation provided on pages: \_\_\_\_\_

- 5. Past Performance and Use of CDBG Enterprise Grant Funds** - In this section the applicant's performance and expenditure of 2008 and 2009 CDBG ED grants will be evaluated and scored. Various factors assessing an applicant's performance on past CDBG grants shall include but not limited to the following: a) achievement of job creation or job retention objectives specified in the grant agreement; and, b) the timely expenditure of CDBG grant funds. *Please complete the following forms on **Performance on Past CDBG ED grants for 2008 and 2009 below.***

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**2012 CDBG APPLICATION**  
*Enterprise Fund Activity*

**MICROENTERPRISE ASSISTANCE - Forms**

**Performance on Past CDBG Enterprise Fund Grants – 2008**

Grantee: County of Glenn	Gant #: 08-EDEF-5888
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date: 08/15/2009	Contract Termination Date: 12/31/2011
<b>Business Assistance Loan Program</b>	<b>Microenterprise Assistance Activity</b>
Business Assistance Activity Budgeted: <input type="checkbox"/> Business Loans: \$	Microenterprise Activity Budgeted: <input checked="" type="checkbox"/> Technical Assistance: \$ 249,750.00 <input type="checkbox"/> Loans: \$ <input type="checkbox"/> Support Services: \$ <input type="checkbox"/> Façade Improvements: \$
Funds Spent: <input type="checkbox"/> Grant amount expended*: \$ <input type="checkbox"/> Disencumbered: \$	Funds Spent*: Technical Assistance: <input checked="" type="checkbox"/> Grant amount expended*: \$237,910.92 <input type="checkbox"/> Disencumbered: \$  Financial Assistance: <input type="checkbox"/> Grant amount expended*: \$ <input type="checkbox"/> Disencumbered: \$ <input type="checkbox"/> Support Services: \$
Activity Results for this Grant:  Number of loans approved***: Total number of actual jobs created/retained:	Activity Results for this Grant:  <u>Technical Assistance**:</u> Total # of proposed LOW-MOD clients to be assisted per the application: 20 Total # Completing Program: 22 Total Number of actual LOW-MOD clients assisted***: 0  <u>Micro Business Loans:</u> Number of loans approved per the application: 0 Total number of loans made****: 0

**Notes:**

- \* Grant funds expended as of December 31, 2011.
  - \*\* Total Number of actual Low-Mod clients assisted as of December 31, 2011.
  - \*\*\* Total number of loans made as of December 31, 2011.
- Activity Results for this grant will be evaluated on actual results and projections in the application.

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**2012 CDBG APPLICATION**  
*Enterprise Fund Activity*

**MICROENTERPRISE ASSISTANCE - Forms**

**Performance on Past CDBG Enterprise Fund Grants – 2009**

Grantee:	Grant #:
<input checked="" type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
<b>Business Assistance Loan Program</b>	<b>Microenterprise Assistance Activity</b>
Business Assistance Activity Budgeted:	Microenterprise Activity Budgeted:
<input type="checkbox"/> Business Loans: \$	<input type="checkbox"/> Technical Assistance: \$ <input type="checkbox"/> Loans: \$ <input type="checkbox"/> Support Services: \$ <input type="checkbox"/> Façade Improvements \$
Funds Spent:	Funds Spent*:
<input type="checkbox"/> Grant amount expended*: \$ <input type="checkbox"/> Disencumbered: \$	Technical Assistance: <input type="checkbox"/> Grant amount expended*: \$ <input type="checkbox"/> Disencumbered: \$  Financial Assistance: <input type="checkbox"/> Grant amount expended*: \$ <input type="checkbox"/> Disencumbered: \$ <input type="checkbox"/> Support Services: \$
Activity Results for this Grant:	Activity Results for this Grant:
Number of loans approved***: Total number of actual jobs created/retained:	<u>Technical Assistance**:</u> Total # of proposed LOW-MOD clients to be assisted per the application: Total # Completing Program: Total Number of actual LOW-MOD clients assisted***:  <u>Micro Business Loans:</u> Number of loans approved per the application: Total number of loans made****:

**Notes:**

- \* Grant funds expended as of December 31, 2011
  - \*\* Total Number of actual Low-Mod clients assisted as of December 31, 2011
  - \*\*\* Total number of loans made as of December 31, 2011
- Activity Results will be evaluated for this grant based on actual results and projections in the application.

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**2012 CDBG APPLICATION  
ENTERPRISE FUND ACTIVITY  
MICROENTERPRISE ASSISTANCE**

**Attachment #1**

**B. Need for Activity**

**Microenterprise Technical Assistance  
Program Market Analysis**

The Glenn County Human Resource Agency (HRA) Business Services Office began providing CDBG microenterprise services in August, 2006. Since that time, the Agency has managed three rounds of CDBG funded microenterprise activities (#05-EDBG-1979, #07-EDEF-3740, and #08-EDEF-5888) up through December 31, 2011.

During the first round of funding, HRA procured the West Company to provide most of the technical assistance services provided. In summary, there were twenty program enrollments, twelve received "business basics" training, which included business management fundamentals, business feasibility and market analysis, business plan development, and forecasting services. Seven received marketing services and four received help with cash flow management tools. During this period, HRA staff learned the fundamentals of microenterprise program implementation.

During the period of August 2008 through December 2010, funding round two, West Company again provided microenterprise technical assistance services, but with Glenn County Business Services Office staff providing eligibility, screening, preliminary assessment, and enrollment functions. Of the twenty participants served, eleven received business basics training; nine received marketing assistance, with five of these also needing help with cash flow tools management.

During round three of funding, August 2009 through December 2011, twenty-two participants received technical assistance. During this period, the program shifted from an emphasis on workshops to one-on-one counseling, wherein most of the technical assistance was provided directly in house by Business Services staff. In depth technical assistance, primarily in QuickBooks and financial management, was provided by the Chico State Center for Economic Development. During this period, eleven participants received "business basics" services, twelve received marketing assistance, and three received in-depth assistance with using QuickBooks. Two participants also received help with preparations for financing.

In order to define the type and number of microenterprise receiving services during the past five years, please review the chart of participants below.

<b>Microenterprise Assistance Project - Rounds 1 to 3</b>		
<b>Round 1</b>		
<b><u>Business (established or planned)</u></b>	<b><u>Industry</u></b>	<b><u>Industry Summary/Total</u></b>
Landscape svc	Service (Svc)	Service (Svc): 1
Mftr wood survey stakes	Manufacturing (Mftr)	Manufacturing (Mftr): 2
Cherry orchard, fruit stand	Agriculture-related	Agriculture-related: 5
Organic inspection svc	Agriculture-related	Retail: 4
Firewood vending machine	Manufacturing (Mftr)	Arts and Entertainment: 2
Convenience store/market/fuel	Retail	Food Service: 3
Flower/plant cultivation	Agriculture-related	Professional Service: 1
Digester for dairy waste	Agriculture-related	Professional Service/IT: 2
Arts and crafts	Arts and Entertainment	
Sporting goods and apparel	Retail	Total Served = 20
BBQ takeout	Food Service	
Hot dog stand/food concessions	Food Service	
Photo studio	Professional Service	
Website design/development	Professional Service/IT	
Bread flour mills	Retail	
eBay sales	Professional Service/IT	
Card room	Arts and Entertainment	
Restaurant	Food Service	
Artisan cheese	Agriculture-related	
Décor and clothing rental (events)	Retail	
<b>Round 2</b>		
Mftr wood survey stakes	Manufacturing (Mftr)	Manufacturing (Mftr): 2
Convenience store/market/fuel	Retail	Retail: 3
Hot dog stand/food concessions	Food Service	Food Service: 3
Clothing boutique (new start-up)	Retail	Professional Service: 3
Personal trainer	Professional Service	Professional Service/IT: 1
Retail furniture sales	Retail	Arts and Entertainment: 2
Computer repair (new start-up)	Professional Service/IT	Construction-related: 3
Bookkeeping svc	Professional Service	Service (Svc): 2
Handcrafted jewelry (new start-up)	Arts and Entertainment	Agriculture-related: 1
Bookkeeping svc	Professional Service	
Floor repair and restoration	Construction-related	Total Served = 20
Lawn and yard svc	Service (Svc)	
Home decorations	Arts and Entertainment	
Painting contractor	Construction-related	
Auto repair shop	Service (Svc)	

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Electric vehicle	Manufacturing (Mftr)	
Artisan cheese	Agriculture-related	
Catering truck/food svc	Food Service	
Food svc	Food Service	
Minor home repair (not a Contractor)	Construction-related	
<b>Round 3</b>		
Personal trainer	Professional Service	Professional Service: 4
Handcrafted jewelry	Arts and Entertainment	Arts and Entertainment: 4
Auto repair shop	Service (Svc)	Service (Svc): 6
Artisan cheese	Agriculture-related	Agriculture-related: 2
Minor home repair (not a Contractor)	Construction-related	Construction-related: 1
Mftr bug screens for trucks/auto	Manufacturing (Mftr)	Manufacturing (Mftr): 1
Auto/truck towing svc	Service (Svc)	Food Service: 1
Personal trainer (new start-up)	Professional Service	Retail: 2
Hot dog stand/food cart	Food Service	Professional Service/IT: 1
Handbags and accessories sales	Retail	
Computer repair, electronic sales, online games	Professional Service/IT	Total Served = 22
"Green" cleaning svc	Service (Svc)	
Writer, print marketing (new start-up)	Professional Service	
Home decorations	Arts and Entertainment	
Creates/sells "altered art," vintage clothing	Arts and Entertainment	
Hair and nail salon, accessories sales	Service (Svc)	
Hair and nail salon, accessories sales	Service (Svc)	
Handcrafted jewelry	Arts and Entertainment	
Plant nursery	Agriculture-related	
Housekeeping svc	Service (Svc)	
Clothing boutique	Retail	
Photography	Professional Service	

The chart above clearly defines the type of microenterprise that have received services through the Glenn County program. The lead in narrative section under **Need for Activity**, described the type of services that were provided to these microenterprise. Given this historic information, we can reasonably forecast that microenterprise participants will continue to need:

1. Business Basics Services, which includes business plan development, fundamental market analysis, forecasts / cash flow projections, preparing a start-up budget, and understanding cash flow management.
2. Marketing products and services with an emphasis on social marketing and use of the Internet.



3. Cash flow management including using QuickBooks.
4. Preparing for business financing.

The historic information provided in the chart above indicates the type of microenterprise businesses that have been served in the past five years. If we compare the varieties of microenterprise served with the total number of small businesses (1 to 4 employees and 5 to 9 employees) according to the US Census Bureau, 2009 report (NAICS type / business report), we see that the program has provided services to a fairly representative cross section of business types in Glenn County.

NAICS Code	Industry	2009			2008			2007		
		1 to 4	5 to 9	Total	1 to 4	5 to 9	Total	1 to 4	5 to 9	Total
11	Agriculture, Forestry, Fishing and Hunting	8	4	15	8	2	13	6	4	13
21	Mining, Quarrying, and Oil and Gas Extraction	0	1	2	0	1	2	1	0	2
22	Utilities	3	0	6	2	0	5	2	0	6
23	Construction	39	9	53	43	11	59	49	9	63
31	Manufacturing	12	4	30	10	6	30	9	6	31
42	Wholesale Trade	7	10	24	6	10	23	16	9	35
44	Retail Trade	40	14	72	40	16	74	49	12	78
48	Transportation and Warehousing	15	6	30	16	3	28	17	3	31
51	Information	1	0	1	3	0	3	3	0	4
52	Finance and Insurance	14	12	29	15	12	29	16	12	31
53	Real Estate and Rental and Leasing	16	3	21	20	4	26	22	2	25
54	Professional, Scientific, and Technical Services	24	6	33	23	8	34	22	10	34
56	Administrative/Support, Waste Management Remediation Services	10	3	14	14	2	17	12	2	15
61	Educational Services	1	0	2	1	0	2	0	0	1
62	Health Care and Social Assistance	20	8	39	22	7	39	16	10	37
71	Arts, Entertainment, and Recreation	7	1	10	6	1	9	5	2	9
72	Accommodation and Food Services	29	14	62	31	10	62	25	10	57
81	Other Services (except Public Administration)	25	6	35	25	5	34	26	7	36
99	Unclassified	4	0	4	2	0	2	n/a	n/a	n/a
	Total Establishments	275	101	482	287	98	491	296	98	508

US Census Bureau

The chart above is from 2009 (most recent available) and so may be a bit dated, especially given the extreme recession of the past three to four years. Therefore, an updated forecast for services and the type of microenterprise to be served in the next three years was obtained during interviews in April, 2011, with existing program staff, local bank staff, and the Center for Economic Development / Small Business Development Center. The results of these interviews are summarized below.

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## **Umpqua Bank/US Bank**

Local small businesses need help with the fundamentals of business start up including working up a good business plan with detailed market research, and a detailed two year budget. They also need help with managing their cash flow and using lines of credit properly. Most of our small business customers in the startup phase are young members of local rice farmer families who plan on staying in the family business and start off by renting land from the family or close friends, and begin their own farm operations that way. There are some new businesses that come into the area or start up or expand here, mostly in ag related services or products, with some downtown type retail stores.

The local and regional banks in the County do not compete with the microenterprise program but rather refer people to the program when they see that the person they are interviewing is not ready for a business line of credit or other financial services.

## **Center for Economic Development (CED)**

The Microenterprise Program in Glenn County should focus on technical assistance to help microenterprise with fundamental business basics. In other words, what is the business model and how are you going to make a living with the business cash flow. The Center is better equipped to provide in depth technical assistance in the areas of business plan development, start up budgeting, financial forecasts, market research, marketing locally and regionally, how to build and use a website, and how to use social marketing tools. The Center has built up a group of consultants with expertise in these areas because that is what we see microentrepreneurs in our Northern California service area being most in need of.

The Center is a key partner in the microenterprise program because it has developed the capacity to provide in depth services as needed in cases where Agency staff are unable to do so. The Center serves most of Northern California and because of its size of service area and budget, has developed the capacity to provide in depth microenterprise services.

## **Small Business Development Center (SBDC)**

We anticipate there will not be much change in the types of businesses or the kind of services needed. However, we do see a growing gap in the availability of capital for start-up operations. Services needed include business plan development, cash flow management, and market analysis. The SBDC provides direct services to small business under the overall administration of the Center for Economic Development; however it is a separate entity and does not, as such, have a close working relationship with Microenterprise Program staff. Most of its capacity is utilized in the Chico area. However, from time to time the two entities do work together with meeting common participant needs.

## **Chambers of Commerce**

There are two Chambers of Commerce in Glenn County; these are the Willows Chamber of Commerce and the Orland Chamber of Commerce. These entities do not have the budgets or technical expertise to provide in depth consulting services, nor is it their purpose to do so. The Chambers have a fundamental understanding of the program and do refer people for technical assistance. Program staff provides ongoing updates and presentations at chamber events regarding the programs services and availability. The folks at the Chambers indicated that many of their members are continuing to struggle and do not see the economy improving very soon. So they believe that the program does serve a purpose as it provides technical assistance to startups and to some small businesses that are struggling to survive.

## **Program Staff**

It is important to remember that we are working with more and more people that cannot find work because of the lack of jobs and the technological barriers that the current job market operates within. For example, we have people who cannot use the computer to access information, prepare a resume, or complete an application, and because of this look to self-employment as another way to earn a living. This is the recessive economic environment we work in.

We see a growing need on the part of our participants for technical assistance in market research and then efficient marketing techniques for their products and services. There will continue to be a need to provide business basics training, business and personal budget management, cash flow projections, understanding financial statements, and a real understanding of how to run a business day-to-day.

More and more people are seeking assistance with technological access skill development, such as online banking, using a computer, and getting comfortable with day-to-day banking functions.

There is no one major business type that we see participants wanting to get into, however, many of the participants are interested in services or retail businesses, with some agriculture related and small manufacturing businesses.

## **Summation of Need Section**

Based on the information provided above, we anticipate that the microenterprise NAICS type mix will remain unchanged from the previous years of operation. We also anticipate that more services will continue to be provided one-on-one. The services to be provided will include business basics, business planning, forecasting, budgeting (both business and personal), market research, marketing (using technology to market, websites, social marketing), and how to access capital for business start-up and operations.

**C. How the Program Design Will Meet Participant Needs/Organization and Structure of the Activity**

The Glenn County Human Resource Agency Microenterprise Program has matured during the past five years of operation. However, Agency management recognize that in house program staff are best suited to performing the following functions; program marketing, participant eligibility and readiness screening, participant enrollment, participant needs assessment, basic business plan and budgeting assistance, referral to program consultants for in depth services, tracking and recording services, and day to day scheduling functions. These services will be performed at the Glenn County Human Resource Agency Offices located in Willows and Orland.

Agency fiscal staff will provide accounting supervision, prepare drawdown requests, and track the use of funds. Agency Administrative Services Officers will provide program public noticing, reports to the Board of Supervisors, and other program related administrative tasks.

A consultant team, Community Development Services (CDS), has provided business services and economic development services on behalf of Glenn County for over ten years. This consulting group will continue to provide technical assistance to program staff in the specific area of business financing preparations, and when suitable, underwriting preparations for presentation to the Business Loan Committee on behalf of microenterprise participants. The loan funds are non-CDBG, available in the total amount of \$30,000 for a period of three years.

It is important to note that CDS is paid by the County with non-CDBG funds and will provide loan underwriting services where appropriate from non-CDBG funds set aside for this purpose. We anticipate up to four loans being made to program participants over the next three years. Based on past small business lending experience in the area, loans will range between \$2,500 to \$15,000. The lead representatives with CDS for this work will be Jeff Lucas and Ben Felt. A CDS Statement of Qualifications which includes background information on these two individuals is included herein.

It is planned that after the required CDBG procurement process has been completed, that the Center for Economic Development, Chico State University, will provide microenterprise technical assistance in the areas of; in depth business planning, in depth business forecasting, understanding and using Quick Books, preparing a business start up budget, learning how to do market research, marketing services and products, building a website, using social marketing tools, and other services as needed.

The Center for Economic Development worked on a contract basis with the Glenn County Microenterprise Program during the third round of funding (August 15, 2009-December 31, 2011) providing the technical assistance needed by program participants which could not be provided by in-house program staff. This arrangement was successful in that it provided the kind of in-depth technical assistance needed by the program participants. The Glenn County Human Resource Agency intends to expand this relationship with the Center for Economic Development in order to better provide more in depth services by increasing the budget for contract services from the amount of \$50,000 during round three, to \$100,000 in round four. This expansion of

services plan has been discussed with Center staff and they have provided an updated qualifications package and letter of interest for expanded services.

Based on historic information after five years of operations and factoring in the continuation of the recessive economy during the term of the grant, we anticipate the following number of participants to complete the program.

	Year One	Year Two	Year Three	Total
Participants	6	8	8	22

The services to be provided will include business basics, business planning, forecasting, budgeting (both business and personal), market research, marketing (using technology to market, websites, social marketing) and how to access capital for business startup and operations.

The attached **Activity Specific Flow Chart** provides an overview of the roles and responsibilities of the key departments and individuals involved with implementing and administering the microenterprise program in Glenn County. The microenterprise program is part of the overall economic development and business services provided on behalf of Glenn County government by the Glenn County Human Resource Agency. The Executive Director of the Agency is Scott Gruendl, who reports directly to the Board of Supervisors. The Community Action Division of the Agency provides direct oversight of the micro program. The Agency Deputy Director is Christine Zoppi. Under Ms. Zoppi is Korri Von Saggern, Supervising Accountant for all Agency fiscal operations, and David Allee, Program Manager, who oversees all employment programs and the business services programs.

Line staff, the people who work one on one with program participants are Yassi Lam, the Business Services Coordinator, who will perform outreach and marketing functions, interview participants, determine low/moderate income eligibility, interview participants for business needs, guide participants through a basic business plan, budgeting and forecasting process, make referrals to consultants with the Center for Economic Development, and track participant program progress as well as time spent by staff and consultants on technical assistance activities. Ms. Lam is provided with assistance in this work load by fellow staffer, Starrayne Cano. Ms. Cano assists Yassi Lam with basic business plan development, budgeting, and forecasting as well as case documentation work. Also, when needed, Ms. Amelia Murrillo, staff with the HRA Housing & Community Services Unit, will provide low/moderate income eligibility screening, as well as Part 5 eligibility.

In summation, Glenn County Human Resource Agency staff will provide program outreach, marketing, eligibility, assessment, basic business planning, budgeting and forecasting services. Referrals will then be made to the Center for Economic Development (CED) consultants for in depth one on one services based on participant needs in the areas of in-depth business planning, budgeting and forecasting, marketing, and web site development. The **Proposed Statement of Work** provided by the Center for Economic Development below describes the services to be provided in more depth.



The Community Development Services group, primarily Jeff Lucas and Ben Felt, will provide loan underwriting services as-needed in close communication with Glenn County Human Resource Agency staff and Center for Economic Development consultants. In order to implement the program efficiently, CED consultants will work closely with CDS consultants in preparing the information needed for a successful underwriting and loan approval process. Although not required, CDS plans to utilize the state's Housing and Community Development Microenterprise Loan approval process and documentation checklist in order to provide adequate underwriting documentation, analysis, presentation, and closing functions. CDS will also review the loan proposal with HCD Economic Development Loan Approval Staff in order to obtain objective input during the loan underwriting process. CDS will utilize LaserPro loan closing documents as appropriate to each loan provided in support of the program. CDS has provided a **Statement of Qualifications** and **Proposed Statement of Work** below in support of this application.

### **Program Guidelines**

#### **Program Eligibility**

- The business must have five or fewer employees, including the owner(s)
- Additional services cannot be accessed when the business grows beyond the maximum employee requirement
- A person "developing a microenterprise" is a person who has expressed interest towards development, after screening for capacity, of a business
- Any person receiving assistance under a CDBG funded microenterprise activity must be from the low/moderate income group and this must be verified prior to their participation in the Microenterprise Assistance Program (County to provide screening)
- Business located within the County of Glenn, including those within the city limits of Willows and Orland
- Previous business or employment experience
- Clearly identified business goals
- Ability to understand and describe the market for their product or service
- Commitment to working hard for business success

#### **Meeting CDBG Microenterprise Definition**

Participants for this Program must meet the CDBG definition of a microenterprise business. The CDBG definition of a microenterprise is a business that has five (5) or fewer employees, one or more of whom owns the enterprise. All part-time and full-time employees on the business payroll at the time of loan application will be counted.

#### **Types of Microenterprise Businesses**

An applicant may be an existing microenterprise business needing technical assistance and/or funds to continue the business or expand its current operation. Existing micro business applicants must be private for profit business concerns legally operating within the County. Non-profit entities are not eligible for microenterprise funds. Participants may also be persons starting a new business. All Local, State, and Federal permits as applicable, will be required as a condition



for receipt of microenterprise funds.

### **Meeting CDBG Income Eligibility Requirement**

Assistance provided to owners of an existing microenterprise or person developing a microenterprise under the Program must meet a national objective, public benefit and federal Housing and Urban Development (HUD) underwriting guidelines. The Department of Housing and Community Development (HCD) requires that CDBG economic development funds targeted for microenterprise activity be restricted to those entities that qualify as a microenterprise along with business owners meeting HUD criteria as a low/moderate income client. Further, the County of Glenn must determine and document the client's income eligibility based on family size and income prior to approval for technical assistance; self certification by the client is acceptable. The owner(s) of the business must have a household income at or below current published HUD income limits for the County of Glenn, adjusted for household size. Prior to receiving technical assistance services, the business owners will complete the HCD Microenterprise Self Certification Form.

### **Program Marketing and Outreach**

Program marketing will be conducted by the County of Glenn. Marketing brochures will be distributed to the local chamber of commerce, business networking organizations, public assistance providers, economic development providers, community bulletin boards, local community college. Presentations promoting the Program may be conducted among various groups and organizations. In addition, the County shall conduct public meetings both on and off site of County premises to disseminate Program information.

### **No Conflict of Interest Allowed**

In accordance with Title 24, Section 570.611 Code of Federal Regulations, no member of the governing body and no official, employee or agent of the local government, nor any other person who exercises policy or decision-making responsibilities in connection with the planning and implementation of the CDBG program shall directly or indirectly be eligible for this Program. Exceptions to this policy may be achieved upon public disclosure and formal approval by the governing body along with written authorization by the County Counsel.

### **Exceptions / Special Circumstances**

Exceptions are defined as any action, which would depart from policy and procedures as stated in the Microenterprise Assistance Program Guidelines. The County may initiate the process for consideration of an exception. A report outlining the circumstances and basis for the exception shall be prepared and included in the loan package. The report shall contain a narrative, including the staff's recommended course of action and any written or verbal information supplied by the applicant.

### **Program Goal**

The overall goal of the Glenn County Microenterprise Assistance Program is to provide specialized training and "one-on-one" technical assistance to eligible microenterprises to assist in starting a business, operating a successful business, and/or expanding their business.

### **Initial Review**

Program eligible participants will be referred to the Contractor, CED, for in-depth services. CED will meet with the participant to reaffirm readiness and obtain the necessary information needed to implement services.

### **Technical Assistance Process**

The County will be responsible for the implementation of the Business Development Plan including, assigning and monitoring counselors, who will provide training and one-on-one technical assistance, monitoring business progress, fielding calls from participants, data collection and coordinating post-counseling consultations.

CED consultants in cooperation with County of Glenn program staff will evaluate those participants who wish to apply for a loan. Those that have completed their Business Development Plan (including current Business Plan, Marketing Plan and business financial documents) and are found to have the capacity to obtain a loan will be referred to Community Development Services (CDS).

Community Development Services (CDS) will conduct underwriting analysis in accordance with the non-CDBG business loan requirements set by the County. If a loan is approved, loan servicing will be provided by Glenn County Human Resource Agency staff.

### **Record Management**

County Program staff will take care of all program participant record keeping, program budgeting, case file management, reporting to the County Board of Supervisors and state Housing and Community Development, and all other reporting responsibilities required by HCD.

### **Proposed Statement of Work**

#### **To Implement a Microenterprise Program in Conjunction with Glenn County Human Resource Agency (HRA)**

### **Services**

The Center for Economic Development (CED) at the California State University, Research Foundation proposes to implement a Microenterprise Program in partnership with the Glenn County Human Resource Agency (HRA). Over the course of three years, beginning at the date of contract execution, the CED will provide the following services to Glenn County Microenterprise clients:

## **Financial Services – Preparation For Investment**

This task is to be completed on an “as needed” and formally agreed upon basis. This support could include assistance and support to a client to develop a business plan, identify the “right” business structure, solicit accredited investors, identify corporate legal counsel and needs, prepare the microenterprise for an effective fund-raising campaign, and/or develop accurate and auditable financial statements. CED’s financial consultant will help Glenn County microenterprises understand the need for full visibility of their accounting activities, as well as help clients prepare for meetings with financial institutions when seeking capital investment and operating funds.

The CED will also perform market research tasks that will allow businesses to estimate potential revenue during loan preparation. These tasks include, but are not limited to, estimating spending potential by geographic region, identifying the market size, and analyzing competitor sales and estimated retail leakage.

## **Marketing Services**

Each of the segments below can be incorporated into a marketing strategy and plan.

### **Marketing Plan Development**

CED will assist microenterprises in the development of a cohesive marketing plan. This marketing plan will include an analysis of the client’s product or service, appropriate advertising, and distribution methods. CED will advise businesses and make suggestions based on the most up-to-date marketing strategies available.

### **Marketing Intelligence**

In support of a microenterprise marketing plan, CED will work with clients to identify target customer characteristics while helping clients locate potential customers. CED can spatially map the location and concentration of targeted market segments as well as provide information about competitors, identify potential vendors, and potential marketing partners. The major benefit of market intelligence to small businesses is it will allow Glenn County microenterprises to make informed decisions about new ventures, new product lines, and new marketing strategies. The type of data presented allows businesses to most efficiently allocate scarce resources, giving them a competitive advantage on a national and international scale.

### **Web Site Support**

CED staff will identify the range of options a microenterprise client has for developing and maintaining a compelling web site that will showcase the microenterprise and the products and/or services offered by the microenterprise. CED will also offer suggestions for search engine optimization (SEO) and provide Web site audits for clients on an “as needed” basis. Lastly, CED will offer suggestions on internet marketing techniques such as, social media marketing, newsletters, blogs, and email marketing.

The fee for the services described above shall not exceed \$100,000. Payments shall be divided evenly over the three-year period, translating to 33,333.33 per year. Statement of Qualifications.

**Center for Economic Development (CED)  
Staffing and Organizational Capacity**

The Center for Economic Development has over twenty-five years of experience in providing high quality business counseling and mentoring targeted toward a variety of businesses; however, as a member of the California Association for Microenterprise Opportunity (CAMEO), the CED has a long history of working with and understanding the needs of microenterprises. The CED Director, Dan Ripke, has been a leader in promoting microenterprises as an engine of economic development throughout California and has served on the CAMEO Board of Directors. The CED proposes to manage and fulfill this effort with the following individuals. Their resumes appear in an Appendix at the end of this proposal, but their salient experience is highlighted below:

**Project Manager/Marketing Intelligence Services – Michael Suplita**

Michael has been managing the CED's Business and Industry Assistance Program (BIAP) for the past three years. Michael is certified in Economic Gardening (EG) from the Edward Lowe Foundation and in Business Retention and Expansion from the International Economic Development Council (IEDC). BIAP puts definition and specificity to small business marketing efforts by specifically targeting clients and opportunities and presents these using maps, mapping tools, and target mailing lists and marketing tactics. Market research helps businesses in estimate revenue for loan preparation and allows businesses to most efficiently allocate scarce resources. Michael's efforts have resulted in significant returns on investment for the small businesses with whom he has worked, in some cases as much as a 25:1 return.

**Web Site Marketing Services – Josh Brown**

Managing the CED internal Information Technology infrastructure, Josh will be providing the latest up-to-date information to microenterprises on web site development options ranging from small "brochure-ware" web sites to full blown electronic commerce programs. Josh will also be providing Search Engine Optimization (SEO) plans to Glenn County Microenterprise clients.

**Administration – Andi Gilbert**

With over 20 years working at the Center for Economic Development, Andi knows the details of working within the CSU, Chico University and Research Foundation contracts administration and accounting functions. She will insure that all funds expended in support of this effort will be done appropriately and without issue.

**Financial Services – Vada Bouffard (Consultant)**

As an independent contractor, Vada has provided accounting and financial services to support to a wide variety of small business clients throughout the Glenn and Butte County areas. Vada is experienced in helping clients understand the need for full visibility of their accounting activities, as well as to helping clients to prepare for meetings with financial institutions when seeking capital investment and operating funds.

**Marketing Services** – Consultant to be determined upon contract execution

### **Experience and Knowledge in Providing Similar Microenterprise Services**

With nearly 30 years of providing technical support, applied research and business assistance services in northern California, the CED has touched many individual businesses, both large and small in Glenn County. For the past 12 years, we have hosted our Tri-county Economic Forecast Conference attracting a large number of our attendees from Glenn County. We also developed a Glenn County Economic and Demographic Profile and produced it for 20 years. At its height the profile became the statistical “bible” for understanding what is happening in Glenn County.

Beyond these general programs from which we’ve attained an understanding of the Glenn County economic picture, we have provided specific assistance through the following grants, contracts, and programs:

### **Glenn County HRA Community Development Block Grant – Microenterprise Assistance**

Throughout 2011 the CED assisted eleven Glenn County Microenterprise clients. Three of the clients received intensive market research services which included competitor information, and potential client identification. Eight of the clients received one-on-one marketing services and were given instruction on business/market plan development as well as receiving advice on up to date marketing tactics. Five microenterprises worked with two of CED’s financial consultants who provided accounting and Quick Books help, as well as helped with loan preparation. CED staff provided Web site optimization and internet market assistance to four microenterprise clients. The assistance provided by the CED in the four main focus areas will provide lasting impacts to the affected Glenn County Microenterprises.

### **University Center**

The Center for Economic Development at CSU, Chico is the only designated University Center in the State of California. Funded by the Economic Development Administration of the U.S. Department of Commerce, a University Center links the resources of its home university to the needs of its surrounding community. Specifically for Glenn County, the CED has provided support in the following areas:

### **Technical Assistance**

During the last quarter of 2009, September through December, the CED developed a marketing intelligence program for a small business in Glenn County. Additionally, through our University Center grant, we have responded to eight (8) technical assistance data requests from



firms in Glenn County. Both the Marketing Intelligence and the Technical Assistance data requests were used in the preparation and/or update of business marketing plans.

### **Applied Research**

Since 2004, the CED has taken on a number of Glenn County projects on a fee-for-service basis including:

- Information for 3CORE on microenterprises in Glenn County
- Newville Mini Storage feasibility study
- Data for the Glenn County Children and Families Program
- Data for the Orland Economic Development office
- A feasibility study for Thunderhill Park
- Information needed by the Glenn County Office of Education
- An Airport Land Use Feasibility Study
- Data for the Glenn Medical Center (Glenn Hospital information)
- Orland Asset Inventory Study

### **USDA Rural Development RBEG and City of Chico Economic Development – Business Assistance**

Between July 2011 and the present the CED has partnered with the USDA Rural Development to provide intensive one on one business assistance to existing businesses in rural Northern California, including Glenn County. CED staff is currently working with six clients between Oroville and Redding, California on their marketing strategies, market research, loan preparation, and Web site services. The services provided as part of the Rural Business Enterprise Grant (RBEG) are directly related to and complement the Glenn County HRA Microenterprise Program.

### **WIRED – Marketing Intelligence for Small Businesses (MISB)**

In addition to the marketing intelligence report for the client in Glenn County, the CED also supported a larger effort under the auspices of the Workforce Innovation for Regional Economic Development. Established as a pilot program, the MISB effort resulted in twenty-one (21) businesses being assisted with 2 full-time jobs saved, 3 part-time jobs saved, and 4 part-time-jobs created; 23 new clients were established; 2 new marketing partnerships created; over \$31,000 in new revenues generated; and \$4,500 in new capital invested. We are confident that similar results can be achieved in a dedicated microenterprise program in Glenn County.

### **Lead Small Business Development Center (SBDC)**

The Center for Economic Development serves as the Lead Small Business Development Center (SBDC) for Northeastern California. In this capacity, a Glenn County award for \$50,000 will enable the CED to apply for additional Small Business Administration funding. Should this funding be secured, it will support the delivery of additional SBDC technical assistance from the



Lead SBDC Center to Glenn County's Microenterprise Program. CDBG funding is the only source of Federal money that can be used to match Federal SBA funding.

### **Experience Working In Glenn County with Local Area Business Services Collaborative Partners**

The CED has worked with a large number of local, regional, state and national partners who can also be brought in to work with microenterprises in Glenn County. We have successfully worked with the following organizations:

- 3CORE – formerly known as the Tri-County Economic Development Corporation
- California State University, Chico, College of Agriculture
- California State University, Chico, College of Business
- Intuit (makers of QuickBooks Software)
- SCORE – Service Corps of Retired Executives
- Butte College Small Business Development Center (SBDC)
- West Company

Additionally, the Center for Economic Development has worked with other regional small business technical assistance programs, specifically two local CDBG funded microenterprise programs in the cities of Oroville and Chico. As the Lead SBDC, the CED has worked with our local service delivery partner, Delta College, to manage a microenterprise program in the City of Stockton.

- City of Chico Microenterprise Program, Martha Wescoat-Andes, (530) 896-7203
- City of Oroville Microenterprise Program, Pat Clark-Griffin, (530) 538-2495

### **Location of the Office from Which Services Will Be Provided**

In keeping with the expressed intent of the microenterprise program, all individual business counseling will be conducted at the business being served. Should conducting the counseling sessions at the businesses being served prove to be difficult, counseling sessions will be at a time and place convenient for the microenterprise client. One of the key components of a successful business support services function is to have the counselor actually visit and see the operations of the business. The administration and management of the technical assistance effort will be conducted in the main offices of the Center for Economic Development on the campus of the California State University, Chico, at 35 Main Street, Chico, CA 95929-0765. The CSU, Chico Research Foundation, which is the IRS-designated 501(c)(3) nonprofit corporate auxiliary of CSU, Chico charged with submitting and administering all grants and contracts on behalf of the University, will be the recipient and financial administrator of the award.

### **Detailed Information on the Number of HRA Enrolled Microenterprise Clients CED Will Be Able To Serve**

Without knowing the specific situation in advance for each microenterprise, what follows is our understanding of what a typical engagement may entail. Evaluating the business assistance

provided to Glenn County Microenterprises in 2011, based on a proposed \$100,000 over three years, the CED estimates it can support as many as twelve financial counseling clients each year at an average of five hours per client. The CED will also be able to assist between twelve and fifteen market research clients at an average of approximately twenty hours per client spread out between the market research project manager and several student research assistants. Assuming an average of eight hours per client the CED believes it can assist approximately twelve clients with their marketing plans/strategies. At an average of eleven hours per client CED is also prepared to provide internet marketing assistance and Web site optimization help to up to seven clients per year.

Based on changes to the local business client and client need the CED is prepared to make adjustments throughout the year to make sure that all microenterprises coming through the program receive the assistance they primarily need. For example, if more than seven clients are in need of internet marketing assistance, changes can be made to accommodate that. Also, if it proves that five hours per client is not enough while working with a given financial client, the CED is prepared to retain more consultant hours if necessary.

## **Resumes**

The following staff members are responsible for the management of the project and ensure all tasks in the scope of work are successfully completed.

### **Michael Suplita**

#### ***Project Manager, Business and Industry Assistance Program***

Michael Suplita started at the Center for Economic Development and Northeastern California SBDC in spring 2009 as a student research assistant. Michael graduated with honors from CSU, Chico in May 2009 with a bachelor's degree in environmental economics and has since become a full time employee, taking on the role of project specialist. Currently Michael is taking classes through Penn State University working towards a master's degree in Community and Economic Development. Michael spends his time working on several different projects including economic impact studies and research assistance requests, but most of Michael's time is spent as the project manager for the Center's Business and Industry Assistance Program. Mr. Suplita's skill set in Economic Gardening has led him to speak throughout California about the importance of market intelligence while giving instruction on how to conduct market research. Michael's most notable publications since joining the CED include: *Rancho Sol Tierra Housing Demand Study, 2010-2011 Economic and Demographic Profile Series, City of Orland Asset Inventory Report, Klamath Basin Restoration Agreement: Impact on the Economies of Del Norte, Humboldt, Klamath, and Siskiyou Counties, Blue Lake Industry Potential Analysis, The Economic and Fiscal Impacts of the Proposed 3M Quarry in Shasta County, and the Economic Impact of the Red Bluff Round-Up on Tehama County.*

### **J. Joshua Brown (Josh)**

#### ***Project Specialist, Information Technology Solutions***

Josh, a native of Ukiah, California, joined the Center for Economic Development and Northeastern California Small Business Development Center in November 2007. His role at CED/NECSBDC is the Information Technology-Project Specialist, specifically the help desk, server, database, and Web site administrator. Mr. Brown received his master's degree in social science with an emphasis in research methods and social psychology from California State University, Chico. At age 12 Brown purchased an Apple IIe and ever since has been combining his education and passion for technology to assist non-profits, institutions of higher learning, and businesses throughout his career. During his time at CSUC, Brown was a teaching assistant for many on-line courses, including population, research methods, introduction to sociology, self and society, and human stress. His research interests include fertility, online education, alcohol abuse, urban noise, Internet, and e-mail. Brown coauthored two articles titled "Recent Trends in California Hispanic Fertility Rates a Comparative Analysis 1999-2000" and "Trends and Differentials in California Fertility Rates 1970-2000." Both articles were published in the *Californian Journal of Health Promotion*. In addition, his thesis, "An Analysis of the Freshmen Alcohol Abuse Program," was also accepted into the journal. Brown is the recipient of numerous academic awards including the College of Behavioral and Social Science Outstanding Student Leader of 2002, Sociology Outstanding Student of 2002, and the Highest GPA in Sociology Major of 2002 award. Brown is affiliated with many organizations, including the National Eagle Scout Association, Golden Key International Honor Society, and Phi Theta Kappa International Honor Society. Computer platforms, programs, and Web based include but not limited to: *Goldmine* (CRM), *Windows Server 2003 R2*, *Windows Server 2008*, *Windows 98 SE*, *XP*, *Vista*, *7*, *Mac OSX*, *Adobe Suite*, *McAfee Foundstone*, *Central Desktop*, *Basecamp*, *Constant Contact*, *SilverStripe*, *Symantec BackupExec*, *AVG Server Edition*.

**Vada Boufford**

***Consultant, Financial Consulting and Accounting***

Vada, a resident of Paradise California, has over twenty-five (25) years of experience owning or managing her own financial consulting businesses. She has successfully tackled the challenges faced by new start up businesses and overcome the issues of growth in her own businesses ventures. She is uniquely qualified to work one-on-one with microenterprise owners to get them and their businesses prepared for investment opportunities both through local loan programs or angel investment. Vada is both a mentor and a coach providing business owners, key management, and staff in the areas of planning, fiscal management, accounting, personnel, and risk management. Vada is skilled in fiscal assessments, financial analyses, business and tax planning, fund accounting, pre-audit reviews, budgeting, cash management, risk management, job costing, internal controls, and fiscal contract management. She has experience and can teach accounting methods and techniques using Delttek (Government Accounting Software), QuickBooks, Sage/MIP, ACCPAC, Peachtree, Excel and Access software applications.

**Andria Gilbert (Andi)**

***Administrative Manager***

Andi, a native of Northern California, is a graduate of Willows High School and Heald Business School of Sacramento. She has been involved in office management at the county and federal levels for over fifteen years. She joined the CED and the NECSBDC's staff in 1991 assuming

the position of office manager. Her responsibilities include oversight of all office operations, staff, and correspondence; newsletter layout; purchasing; filing; preparing quarterly and annual reports; preparing grant applications and contracts; and preparing and maintaining the office's financial records. She has coordinated, edited, and designed such reports as "Northeastern California: A Regional Profile," "Arbuckle Hotel Business Plan," "Mendocino County Impact Study," "Tehama County Infrastructure Study," "Norcal Survey," "City of Chico Rental Survey," "Leadership Training," and the "Colusa County Hospital Feasibility Study." She has also coordinated workshops such as "The Return of the Great American Neighborhood," "Planning Commissioners," "Alternative Techniques for Managing Growth," "Predicting Traffic Impacts of Land Development," "Environmental Impact Analysis," "General Plan," and "Planning and Zoning Law." She has been trained to use software such as Microsoft Word, Pagemaker, Filemaker Pro, Excel, Quickbooks Pro, PowerPoint, and Act.

### **Community Development Services Statement of Interest to Work with Glenn County Human Resource Agency CDBG Microenterprise Program**

It is the intent of Community Development Services to provide loan underwriting services in support of the Glenn County Microenterprise Program. We have participated in the planning and preparation for this activity with Glenn County Human Resource Agency Deputy Director Christine Zoppi and the Glenn County CDBG Reuse Committee (made up of County Department Directors, HRA program staff, and two members of the Glenn County Board of Supervisors who also act as the loan committee for CDBG Economic Development and Housing loans) Currently, and for the past ten years, Community Development Services has provided, on a contract basis, economic development, business assistance, grant writing and other related duties as assigned, on behalf of the Glenn County Human Resource Agency. This source of funding for this contract work is the CalWorks program, which is managed by the Human Resource Agency. The current contract term will expire June 30, 2012. However, prior to that time, it is our understanding that the Agency will let an RFP for economic development and loan underwriting services, which CDS will respond to. Historically the term of the Glenn County Human Resource Agency and CDS contracts has been for a three year period. If Community Development Services is selected, our intention is to implement the loan program as described in this application for CDBG Microenterprise Technical Assistance funds.

The County of Glenn has dedicated \$30,000 of non CDBG funds for the purpose of providing loans in the range of \$2,500 to \$15,000 to microenterprise program participants who meet the loan program thresholds of eligibility and appropriateness. The Glenn County CDBG Reuse Committee will act as the loan committee for this program.

### **Introduction And Statement Of Qualifications Community Development Services (CDS) (a California S Corporation)**

Community Development Services (CDS), established in 1990 by Jeff Lucas, is an experienced economic development, underwriting/business lending, and business services consulting firm. We work on behalf of both public and private sector clients. CDS specializes in project-specific grant acquisition and loan program management on behalf of public and non-profit clients. We have obtained over \$43 million from Community Development Block Grant (CDBG), Economic



Development Administration (EDA), United States Department of Agriculture (USDA), Workforce Investment Act (WIA), and other sources, on behalf of our clients.

CDS provides in-depth technical assistance to small and mid-sized businesses in the areas of cash flow management, personnel development, business expansion management, market analysis, customer service, and product/services development. Our team also provides project coordination and liaison services between public and private entities, project feasibility analysis, and program administration services.

CDS offices are located at 9445 East Highway 20 in Glenhaven (Lake County), California (707-998-9203, ext. 104), and 2963 Davison Court, Colusa, CA 95932 (530-632-4725). Website address: [www.communitydevelopmentservices.net](http://www.communitydevelopmentservices.net)

### **Business Lending Experience**

The CDS team has successfully packaged over 350 business loans on behalf of a variety of business types, with loan sizes ranging from \$35,000 to \$2.5 million. During the past twenty years, CDS has engaged in feasibility analysis work on behalf of commercial real estate projects, manufacturing, retail, services, agriculture and tourism-based projects throughout Northern California. Mr. Lucas helped the State Housing and Community Development (HCD) staff design the Enterprise Fund Program, providing him with a depth of experience that benefits CDS clients. Jeff Lucas currently serves on the HCD Statewide Economic Development Program Advisory Committee.

CDS has successfully prepared over 53 revolving loan program and microenterprise grant applications for CDBG, USDA, and EDA funding on behalf of government and economic development entities. CDS currently manages multiple CDBG and USDA IRP business loan programs. We provide design, acquisition, management, and oversight of CDBG Business Loan Funds and Over-The-Counter projects. We specialize in large CDBG Over the Counter projects ranging from \$1,000,000 to \$4,600,000. Our services include grant application preparation, loan underwriting, packaging, presentation, closing, and ongoing loan servicing. We have successfully acquired and manage over \$4,500,000 in USDA Intermediary Relending Program (IRP) funds, as well as locally financed business retention programs. We have experience with companion lending including work with SBA 7(a) and 504 programs, the USDA Business and Industry Loan Guarantee program, and Community Development Financial Institution (CDFI) commercial lending.

### **One-on-One Business Assistance**

The CDS team believes in providing proactive technical assistance to small and mid-sized businesses in order to strengthen local economies. We have worked with over 500 businesses in Northern California providing help with cash flow management, personnel development, customer service training, individual and group marketing strategies, business planning, access to private and public capital, and permitting issues. We visit the business site, where the entrepreneur is in his or her environment. We interview, we observe, we diagnosis, we

recommend, and then we assist. The relationships we have developed with many Northern California businesses are long-term and rewarding.

### **Infrastructure**

CDS has experience with successfully acquiring funding from multiple sources including the US Department of Commerce, State of California Housing and Community Development, Community Development Block Grant (CDBG) Economic Development and General Allocation funding, and US Department of Agriculture funding programs. Projects ranging in size from \$230,000 to \$4 million include water diversion/flood control, road, sewer, water line, and wastewater disposal/geothermal energy reuse projects.

### **Housing and Community Facilities**

CDS has experience in obtaining grant funding for housing and public facilities through the US Department of Agriculture Rural Development programs and the State of California Housing and Community Development Community Development Block Grant (CDBG) programs. We have experience in the general administration of CDBG housing and public facility grants, program income waivers, as well as the activity delivery services necessary for successful programs and projects. These services have been provided both as stand-alone and as a partner with the city's or county's in-house staff.

### **Planning, Redevelopment and Feasibility Studies**

The CDS team has completed a variety of projects and studies including general plans, land use regulations, and development review. Redevelopment experience ranges from the original federal programs in Urban Renewal and Model Cities, to the more current efforts that established redevelopment project areas for the County of Lake and the City of Clearlake. Redevelopment experience involved obtaining credit ratings for Tax Increment Financing bonds and successfully getting voter approval for a project area. Special studies include the Clarks Island Redevelopment Study that showed the feasibility of several development concepts for an island within the Lake County North Shore Project Area, an historical preservation tax credit feasibility for two buildings in Winters, and redevelopment findings of blight for two proposed redevelopment project areas.

**Jeff Lucas**  
**President / Chief Executive Officer**

### **Professional Summary**

- Founding Principal, Community Development Services (CDS) -- a consulting firm specializing in economic development, business diagnostics, business financing, CDBG and IRP business loans, from \$20,000 to \$2,000,000, employee development, and grant acquisition and management. (1991 to present)



- Executive Director, North Central Counties Consortium, Inc., Lake County Office -- implementing changes in fundamental program design and client services, creating a cohesive performance-driven team, redirecting the budget, reestablishing public body and private sector relationships, and redefining the local One Stop brand. (2007 to 2008)
- Director, Lake County Job Training Office, Lake County Office of Education – program development and oversight of all JTPA funded adult and youth program and budget activities, staff management (15 employees), and public relations activities. (1983-1991)
- First Executive Director, Lake County Economic Development Corporation – preparation and approval of Bylaws, Articles of Incorporation, County Comprehensive Economic Development Strategy, Strategic Employment and Training Plan, and implementation of Integrated Business Services/Vocational Training/Employee Preparation Program. (1985-1989)
- Founding Director of the fourth Small Business Development Center (SBDC) in California – provided program design, budget, implementation, staff recruitment, and management functions. (1986-1991)

### **Skills**

Professional skills include business and organization diagnostics, business financing, including CDBG and IRP business loan underwriting, fundamentals of business management, employee training and team development, budgeting, business lending practices, grant preparation, grant management, project and program management, and public and private sector liaison and communication practices.

### **Education**

BA in Government	California State University, Sacramento	1976
Economic Development/Finance	National Association of Development Organizations	1993
Revolving Loan Fund Management	Calif. Association of Local Economic Development	1999

**Dana Obermeyer**  
**Chief Fiscal Officer**

### **Professional Summary**

- Partner, Chief Fiscal Officer, Community Development Services (CDS) -- a consulting firm specializing in economic development, business diagnostics, business financing, employee development, workforce preparation, and grant acquisition and management. (1994 to present)

- Fiscal Manager, North Central Counties Consortium (NCCC), Inc., Lake County Office – processing payments for program operations and participant support services, tracking budgets, maintaining the database roster, coordinating the accounting system with the Lake County Office of Education (LCOE) and preparing reports to LCOE and NCCC. (2007 to 2008)
- Business Services Technician, North Central Counties Consortium, Inc., Lake County Office – monitoring and invoicing for 100 On-The-Job training contracts, fiscal operations of Job Training Office, and managing the Small Business Development Center (SBDC). (1987 to 1993)
- Office Manager, Zilex Corporation, Redding, Max Thorburn, Inc., Clearlake Oaks and Konocti Unified School District, responsible for all accounts payable/receivable, payroll, payroll reporting, worker compensation, tracking job costs, and general clerical duties. (1965 to 1987)

### **Skills**

Extensive experience with computer programs such as; Microsoft Word, Excel, MortCare (loan servicing software), Laserpro (loan closing documentation software). Also experienced with loan program management, program reporting, administration of multiple funding sources, business income and expense forecasts, small business marketing, and personnel management fundamentals. Dana has over 20 years experience with CDBG program administration, fiscal management, and reporting activities.

### **Dan Obermeyer**

#### **Planning & Development Specialist**

#### **Professional Summary**

- Planning & Development Specialist, Community Development Services (CDS) -- a consulting firm specializing in economic development, community planning, financing, and grant acquisition and management. (2002 to 2004 and 2009 to present)
- Agency Director, Glenn County Planning & Public Works Agency, Willows – Management of large county agency with services in planning, building inspection, code enforcement, public works/engineering, roads and bridges, parks, buildings and grounds, airports, solid waste and transit. Initiated update of General Plan, established Unified Development Code, and developed impact fees. (2004 to 2009)
- Director, Lake County Community Development Department, Lakeport – Management of Community Planning and Building Department, completed area plans, initiated update to General Plan, and revised zoning regulations. (2000 to 2002)
- Principal, Obermeyer & Associates, Clearlake – Provided development assistance, labor relations, and project specific land use services. (1996 to 2000)
- City Administrator, City of Clearlake – Management of city services including finance, personnel, police, public works, parks, planning, code enforcement and building

inspection. Established first redevelopment project area and completed first tax increment bond issue. Led successful effort to establish a ½% sales tax initiative by ballot which passed by 87%. (1989 to 1996)

- Planning Director, Clearlake – Completed General Plan & Zoning Ord. (1987 to 1989)
- Principal, Obermeyer Associates – rural communities planning services. (1984 to 1987)
- Faculty Affiliate, University of Montana, Regional, Rural & Town Planning – Established and taught graduate course in community design. (1984 to 1987)
- Chief Planner, Missoula Planning Organization, Missoula MT – Completed first general plan for county, update to city plan, established subdivision regulations, completed zoning ordinance for County and updates to City ordinance. (1974 to 1987)
- Planning Director, Carbon County, MT –Established first planning program for rural county with 7 small cities. (1973 to 1974)
- Associate/Assistant Planner, City/County Planning Department, Helena MT – Urban Renewal and Model Cities programs and completed area plan for valley. (1971-1973)

### **Skills**

Extensive professional skills in community design and planning, development review, regulation development, management, grant writing, CEQA/NEPA clearances, GIS, technical report writing, community facilitation and presentations, and design standards. Dan is also experienced with CDBG/Home housing and community facility program administration.

### **Education**

Masters of Public Administration	University of Montana, Missoula, MT	1984
Master of Architecture	Montana State University, Bozeman, MT	1971

### **Ben Felt**

#### **Underwriter/Financial Consultant**

#### **Professional Summary**

- Lead Underwriter and Business Consultant, Community Development Services , specializing in CDBG and IRP business loans (2008 to present).
- Real Estate Broker and Principal (2003-2006), Brokers of Bakersfield Realty, Inc. Specializing in the marketing of Agricultural properties, and performing Farm and Ranch Appraisals. Evaluated and facilitated larger scale land acquisitions in the Central Valley area of California as “transitional uses” requiring conversion of agricultural and ranch parcels into residential master-plan development opportunities.
- Founder and Chief Executive Officer, Agri-Business financial Consultant (1985-2003) Successfully reorganized or restructured over 27 farming operations having a combined

asset value of over \$315 million; successfully restructured through debt and equity over \$100 million of indebtedness, formulated and negotiated leveraged buyouts totaling \$7.1 million, under both IRS Code Sections 1031 and 2032A; successfully negotiated mergers, acquisitions, and strategic alliances for agricultural clients; and developed an integrated budgeting and forecasting spreadsheet program for customized cash flow management of agricultural enterprises.

- General Manager (May 1983-March 1985), Joe Lucio Dairy, Pala, CA. Structured and negotiated a \$5.3 million buyout of the dairy enterprise upon the owner's retirement.
- Branch Manager (5 employees) (1979-1983), Federal Intermediate Credit Bank, production Credit Association, San Diego, CA. Increased loan portfolio from \$1.4 million to over \$72 million within four years, maintained loan credit quality rating of 98% acceptable, and managed the most profitable branch within the Federal Intermediate Credit Bank's five state district.
- General Manager (1976-1979), L& S Cattle Feeders, Riverside, CA.
- Agricultural Loan officer (1975 - 1976), Agricultural Field Representative (1973-1975), Credit Department, Valley National Bank, Phoenix, AZ

### **Skills**

Ben is the lead business loan underwriter with CDS, specializing in CDBG and IRP lending, with experience in loans ranging from \$35,000 to \$2,000,000. Mr. Felt provides financial analysis and business management advice to private sector clients. Services include preparation of business plans, analysis of financial statements, loan underwriting, budgeting, cash flow projections, marketing strategies, product development, strategic planning processes, feasibility studies, risk management analysis, debt restructures, business reorganizations, and negotiations.

Ben provides in-depth practical experience in the diagnosis of operations, loan packaging, debt restructuring, and other related activities on behalf of CDS clients. Mr. Felt's experience includes interim accounting and financial management advice to multi-million dollar farming operations, reporting and analysis of financial results, budgeting, forecasting, and strategic planning.

### **Education**

Bachelor of Science/Animal Science	California State Polytechnic University, Pomona	1968
Business Management Certificate	American Institute of Banking, University of California, Riverside Extension, Riverside	1976
Advanced Credit Course Certification	Valley National Bank, Phoenix, AZ	1974

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**Deborah Swartz**  
**Loan Administrator**

**Professional Summary**

Loan portfolio management, individual loan file documentation, loan closing preparations, title and escrow management, loan servicing, program reporting, and customer services. Community Development Services (2010 to present).

First American Title Company, all escrow duties associated with title officer (2010 to present, on-call).

Fidelity National Title Company, escrow assistant, duties included customer service, filing, bookkeeping, loan closing processing, scheduling and related tasks (2005 to 2009).

North American title Company, junior escrow officer duties (2000 to 2004)

**Skills**

Real estate transactions, escrow and loan closing preparations, loan portfolio management, budgeting, office software (Excel, Word, LaserPro, and RBJ).

**Education**

Diploma  
Notary  
Real Estate Agent

San Hedrin High School, Willits  
California Notary Public Commission  
California Licensed Real Estate

**Joanna Williams**  
**Enrolled Agent (Ea), Bookkeeping, & Tax Consultant**

**Professional Summary**

Joanna Williams is an experienced tax professional recognized by the U.S. government to represent tax payers in dealings with the Internal Revenue Service. Joanna provides bookkeeping services for individuals and businesses including assessment of existing methods, setting up customized reporting systems, and training in the use of QuickBooks. Ms. Williams worked with Matthews, Hutton, & Warren, CPAs in Paradise and Oroville for five years, in addition to her fifteen years of bookkeeping and eight years of experience with QuickBooks software. Joanna is expert with payroll documentation, accounts receivable and payable management, bank reconciliation, sales tax reports, workers compensation reports, and income and expense management.

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**Kenny Parlet**  
**Retail & Customer Service Business Consultant**

### **Professional Summary**

Kenny Parlet is the current President of the Lakeport Regional Chamber of Commerce, Northshore Business Association, and the Lakeport Rotary Club. He is also the Commissioner of the Coastal Mountain Official's Association, executive board member of the local Economic Development organization, and is also on the local Hospital Foundation board.

He has been a student of personal development, leadership, communications, and human resources for over 26 years. He has over 30 years of intensive sales and marketing training. Kenny is a professional leadership trainer, a seasoned presenter and accomplished speaker. Most importantly, he has 39 years experience battling and clashing with the titans of retail and still thrives in his retail business. He has extensive experience on how to make any retail or service business more successful.

### **CDS Payment Schedule**

We prefer to assess the scope, complexity, urgency, duration, and budget of each project scope of work we engage in, and then develop a fee structure commensurate with our client's capacity and needs. CDS typically charges an hourly fee of \$125 which includes travel, reproduction, and other administrative costs. Arrangements can be made based on client needs, the length and complexity of the project or projects, and the long-term relationship with the client.



## Clients and Experience

### CDBG Enterprise Fund:

City of Lakeport (1995 – present)  
County of Lake (1994 – present)  
City of Clearlake (1995 – 2000)  
City of Fort Bragg (1995 - present)  
County of Mendocino (1995 – present)  
City of Auburn (2009 - open grant)  
City of San Joaquin (2003)  
County of Yolo (2002)  
City of Dixon (2002 – 2003)  
County of Glenn (1999 to present)  
City of South Lake Tahoe (2001–03)  
City of Ukiah (2002)  
City of Grass Valley (2009 – present)

### CDBG Over-the-Counter:

City of Williams (2007)  
County of Mendocino (2010- present)  
3CORE (2010)

### CDBG General Allocation:

City of Lakeport application only  
County of Lake application only  
City of Fort Bragg

### CDBG Planning & Tech. Assistance:

City of Lakeport  
County of Lake  
City of Clearlake

County of Mendocino  
County of Glenn  
City of Orland  
City of Willows  
County of Colusa

### CDBG Program Income:

City of Lakeport (1995 - present)  
County of Lake (1994 – 2007)  
City of Auburn (2009 – present)  
City of Grass Valley (2009 - present)  
County of Colusa (2008)  
City of Colusa (2007 - 2008)  
County of Glenn (2002 to present)  
City of Clearlake (1995-2000)  
City of Gridley (2005, w/ Chabin Assoc. 2009)  
City of Riverbank (2002 – 2003)  
City of Scotts Valley (2004)  
City of Oroville (1996 – 1997)  
EDFC (Mendocino County) (1996 – 2007)

### CDBG Microenterprise:

City of Lakeport (2009)  
County of Lake (2001)  
Glenn County (2008 – present)

### USDA Intermediary Relending Program (IRP):

Lake County Business Outreach and Response Team  
(1998 to present)  
Colusa County Partnership (2003 to present)

## References

Jeri Amendola, Housing & ED Specialist  
City of Grass Valley  
125 East Main Street  
Grass Valley, CA 95945  
530-274-4714

Mimi Bettencourt  
Program Manager  
Assets, Management, and Compliance  
State Housing & Community Development  
1800 3<sup>rd</sup> Street, Suite #330  
Sacramento, CA 95811  
916-319-8400

Pete Briggs, Owner  
Briggs Manufacturing  
P.O. Box 45  
Willows, CA 95988  
530-934-2663

Charles Clendenin, Director  
USDA Rural Development  
430 G Street, Agency 4169  
Davis, CA 95616  
530-792-5800

Kelly Cox, Chief Administrative Officer  
County of Lake  
255 North Forbes  
Lakeport, CA 95453  
707-263-2580

Jon Dienesch  
State Housing & Community Development  
Economic Development Section  
1800 3<sup>rd</sup> Street, Suite #330  
Sacramento, CA 95811  
916-319-8402

Jim Granzella, Owner  
Granzella's Restaurant and Deli  
451 6<sup>th</sup> Street  
Williams, CA 95987  
530-473-5323

Scott Gruendl, Agency Director  
Glenn County Human Resource Agency  
242 North Villa

Randy Huffman, President/CEO  
Agwood Mill & Lumber Company, Inc.  
P.O. Box 1443  
Ukiah, CA 95482  
707-468-5486

Ed Hulbert, CEO  
Colusa Industrial Properties, Inc.  
50 Sunrise Blvd.  
Colusa, CA 95932  
530-458-2118

Richard Knoll, Redevelopment Director  
City of Lakeport  
225 Park Street  
Lakeport, CA 95453  
707-263-5613

Stewart Knox, Director  
Northern Rural Training Employment Consortium  
(NoRTEC)  
525 Wall Street  
Chico, CA 95928  
530-892-9600 ext. 207

Marc Nemanic  
3CORE  
3120 Cohasset Road, Suite 5  
Chico, CA 95973  
530-893-8732

Jennifer Owen, Housing & ED Coordinator  
City of Fort Bragg  
416 N. Franklin Street  
Fort Bragg, CA 95437  
707-961-2827 ext. 109

David Swartz, CEO  
California Engineering Company (CEC)  
1110 Civic Center Blvd, Suite 404  
Yuba City, CA 95993  
530-751-0952

Audrey Taylor, President/CEO  
Chabin Concepts  
2515 Ceanothus Avenue, Suite 100

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Willows, CA 95988  
530-934-6583

Chico, CA 95973  
530-345-0364

3-20-2012

## Resume

### **David D. Allee**

1636 Linwood Drive  
Orland, California 95963  
Work Phone: (530) 934-1532  
Email: [ddallee@att.net](mailto:ddallee@att.net)  
Website: [www.davidallee.net](http://www.davidallee.net)

### **Professional Experience**

#### **Program Manager – Glenn County Human Resource Agency (1/03-Present)**

Plan, organize, and direct the Employment Services Unit of the Glenn County Human Resource Agency, simultaneously serving both the Social Services Division and the Community Action Division. Oversee the execution of all aspects related to the CalWORKs program, the Workforce Investment Act program, and a Community Development Block Grant Microenterprise program. Exercise control over budgets, contracts, expenditures, program outcomes, staffing, and strategic approaches and planning. *Most recent noted accomplishment: Led the Glenn County CalWORKs program to be ranked number one (#1) among all 58 California counties in terms of achieving federal Work Participation Rates - the only county in California to have achieved this federal benchmark in FFY 2007, 2008, and 2009.*

#### **Director of Employee Services – ProEnergy Services (5/02-1/03)**

One of five (5) original founders for the creation and startup of this new business. Authored the Business Plan and developed initial corporate vision statement, corporate objectives, break-even analysis, projected profit and loss, organizational structure, services description, market analysis and segmentation, competitive comparison, strategy and implementation, and all other administrative functions. Established corporate human resource policies (including benefit packages, employee manuals, workers compensation mod rates, and job descriptions), insurance policies, and all corporate documentation policies. Investigated, purchased, and arranged for installation and training of employees in the use of our key corporate information system (which includes CRM, Staffing, and Accounting/payroll functions).

#### **Executive Consultant – The PIC Energy Group (10/01 – 4/02)**

Reporting directly to the CEO, completed cross functional projects for the corporation including development and implementation of a Compensation/Broadbanding schema (encompassing over 250 employees), conducting job audits and subsequently authoring over 130 job descriptions; analysis and restructuring of the corporate Incentive Compensation Program (including design of revenue-based Performance Pay Multiplier Tables and Employee

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Performance & Award Scorecards.

**Executive Director - Atwater Chamber of Commerce (6/99 – 10/01)**

Reporting to a Board of Directors, held total functional responsibility for the corporation and the accomplishment of its goals and objectives. Networked with the local business community to promote the Chamber and enlist support, gaining a membership of over 300 city, county, and regional businesses. Lead the Board of Directors in annual planning and long-range goal setting. Directly supervised all organizational functions (fiscal management, budgetary development and implementation, staffing, community projects, public presentations, legislative advocacy, and economic development endeavors). Orchestrated operations for annual Business Fair and Fall Festival. Implemented inaugural Customer Service Academy and individualized business counseling with the local community college and U.S. Small Business Administration.

Member of the Board of Directors: Merced County Community Action Agency (Shared governance for a non-profit corporation, administering multiple Federal, State, and local grants with a budget of approximately \$11.5 million and a workforce of over 350 employees).

Member of the Economic Development Subcommittee for the Central Valley Office of the Governor (Shared responsibility for formulating and presenting to the California Governor a series of economic development initiatives designed to stimulate the economy of the Central Valley region of the State, among them the development of the 10th University of California campus in the State, UC Merced).

*Matriculated at Merced College and California State University, full time (6/94 - 6/99)*

**Special Consultant - State of California, Department of Social Services (1/94 - 6/94)**

Reporting directly to the State Refugee Bureau, held responsibility for the development of a statewide database of Hmong refugee services and the development of strategies to address issues related to those services. Functioned as liaison between state government agency and multiple refugee community representatives; provided technical assistance to community based organizations regarding administrative development, programmatic development, fiscal management, documentation and regulatory compliance, and public relations... Invited Guest Presenter at the 1st Annual Hmong National Educational Conference-1995 (University of Minnesota, St. Paul, MN) and subsequent presenter at the 2nd Annual Hmong National Educational Conference-1996 (California State University, Sacramento, CA).

**Projects Manager - Merced Lao Family Community, Inc. (12/91 - 12/93)**

Researched, prepared, and authored grant proposals; interpreted grant and contract requirements and funding regulations; reviewed, evaluated, and monitored contract performances; identified and corrected problems; developed data bases for projects and maintained information systems; delivered presentations and coordinated special events;

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supervised staff and provided technical assistance. Guided the Hmong National Strategy Project (a *one-of-a-kind* federally funded employment program) from a low of 25% goal attainment to 122% goal attainment; developed a Hmong National Strategy Procedural Manual, from which excerpts were taken and distributed to other refugee organizations nationwide by the Deputy Director of Policy & Analysis/Federal Office of Refugee Resettlement.

## **Education**

Master of Public Administration (California State University, August 2001)  
Metzger-Bava Fellow; Scholarship awarded.

Bachelor of Science, Business Administration (California State University, May 1999)  
Major – International Business Management  
Scholarship awarded; 3.80 GPA; graduated Summa Cum Laude

## **Resume**

### **Yassi Lam**

Post Office Box 2071, Willows, CA 95988

Mobile: (530) 517-0247

[yassilam@yahoo.com](mailto:yassilam@yahoo.com)

Office: (530) 934-1494

### **Profile:**

Professional skilled in project management with excellent organization, communication, report preparation and analysis, and problem solving skills.

### **Education:**

**MBA** and **BS**, Business Administration, CALIFORNIA STATE UNIVERSITY-CHICO,  
Chico, CA

### **Experience:**

#### **Business Services Coordinator**

December 2001 to Present

Glenn County Human Resource Agency, Willows, CA 95988

- Develop and administer the local county Business Services Program
- Manage and supervise the implementation of the Rural Glenn County Microenterprise Assistance Project, a Community Development Block Grant Program; awarded 3 rounds of continuous funding from the state
- Supervise and oversee the administration of the CalWORKS AB98-funded Subsidized Employment Program
- Oversee expansion of the portfolio of business assistance products and service offerings

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- Analyze and offer solutions to address business' needs, from concept stage to expansion
- Serve as resource and referral center to new start-up enterprises and growing business clients
- Assist with small business plan development and implementation, specialize in supporting microenterprise development
- Serve as liaison between area employers and local workforce
- Assist business clients in meeting their operations, financing, marketing, management, and human resources objectives
- Facilitate ongoing series of business seminars and annual Business and Professionals Expo
- Knowledge of federal, state, and local employment compliance requirements and precedent court decisions including Americans with Disabilities Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Fair Labor Standards Act, Age Discrimination in Employment Act, Worker's Compensation, and Drug Free Workplace Act
- Earned PHR certification from the Society for Human Resource Management in January 2006

#### **Employment and Training Team Lead**

August 1996 to December 2001

Glenn County Human Resource Agency, Willows, CA 95988

- Developed and administered the county Welfare-to-Work: Work Plus Special Project; managed and oversaw 60 program participants and local area public and private sector worksites
- Coordinated the county 1997-1998 and 1998-1999 Temporary Job Creation: Flood/Storm Special Projects; oversaw 150 participants and worksite supervisors
- Knowledge of Worker's Compensation procedures and federal, state, and local wage rules and regulations applicable in performing biweekly payroll
- Responsible for processing Accounts Payable, Accounts Receivable, and monitored various budgets for Job Training Partnership Act/Workforce Investment Act Programs
- Evaluated client cases and worked with case managers to ensure program compliance
- Promoted to Team Lead in September 1999

#### **Bookkeeper**

August 1995 to March 1999

Holiday Quality Foods, Willows, CA 95988

- Organized, maintained, and reconciled computer register accounts
- Extensive telephone reception skills
- Coordinated meetings between customers and department and store management
- Successful completion of Customer Service Seminar and awarded multiple Employee Safety Awards

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**Accounting Clerk**

March 1992 to August 1998

Eagles Garden, Willows, CA 95988

- Responsible for maintaining all bank accounts and preparation of deposits to financial institution
- Input cash receipts data on a daily basis, verify deposits and posts to Accounts Receivable
- Receive and organize invoices and statements from vendors, prepare payments on a daily basis
- Review Accounts Payable ledger on a weekly basis

**Community And Professional Involvement:**

ToastMasters- SpeakEasy Club 9819

August 2011 to Present

Cities-County Economic Development Steering Committee

February 2011 to Present

Tri-County Economic Forecast Conference Advisory Group

January 2005 to Present

Glenn County Adult Literacy Project

September 2004 to Present

Orland Chamber of Commerce

January 2002 to Present

Willows Chamber of Commerce

January 2001 to Present

**Resume****Starryne Cano**

PO Box 202

Willows, CA 95988

Phone 530-718-8303

Email: starrynec@hotmail.com

**Objective**

To find employment with a company that promotes growth and appreciates my expertise and creativity.

**Qualifications**

Self-motivated, and driven

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- Strong work ethic
- 10 years of Bookkeeping/ Office Management
- 5 years of Case Management
- Computer Experience (Word, Excel, Power Point, Publisher, Quick Books, C-IV, VOS)

### **Work History**

2011– Current, Glenn County Human Resource Agency

Employment & Training Worker

Job Coach, Case Management, determining eligibility for Welfare to Work Employment Programs, Job retention training, assisting Business clients in business start-ups, business plans, and employee recruitment.

2007-2011, Glenn County Human Resource Agency

Eligibility Worker

Case Management, interviewed client to determine eligibility to welfare services such as; Medi-Cal, Cal-Fresh, and Cash Aid.

2006-2007, United Building Contractors

Office Manager

Processed all Accounts Payable/ Accounts Receivable, Certified Payroll, Quarterly taxes, Payroll taxes, insurance management, bank reconciliation, account management, personnel management.

2005-2006, Common Grounds Coffee House

Owner/ Partner

All aspects of the bookkeeping, inventory, personnel, and business management. Foodservice, money handling, barista.

### **Education**

1998-2001, Portland Community College

## **Resume**

**Amelia Murillo**

### **OBJECTIVE:**

To become a valuable asset in a company that will utilize my experience, creativity and motivation to learn, in addition to providing training and opportunities for advancement.

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**EDUCATION:**

Dipolma, Chico Senior High School

**COMPUTER KNOWLEDGE:**

Microsoft Office (Microsoft Word and Excel), Word Perfect and Lotus 1, 2, 3, Filemaker, Servtraq, Parcel Quest

**EXPERIENCE:****2009-2012**

**Public Service Employee II**, Glenn County Human Resource Agency, Willows, California

Provide clients with Housing and Community Services.

Prepare, maintain and process a variety of reports.

Verify the accuracy of information and qualification of applicants for services.

Attended a variety of meetings and trainings with staff.

Copying and filing documents, entering computer data, faxing and scanning information and answering phones.

Prepare billings and reconciling balances.

Translate (English/Spanish)

Schedule and teach Budget classes to families.

Perform home inspections.

Case Management

Certified Energy Specialist

Assist in Grant writing

**2001-2009**

**Rural Self-Help Loan Packager/Group Facilitator**, Community Housing Improvement Program, Chico, California

Performed all aspects of mortgage loan packaging and group work while complying with all lenders regulations, and when applicable, all regulations associated with the underlying Brokers License.

Attended trainings and meetings with staff.

Translated (English/Spanish)

Prepared and processed monthly reports.

Assisted with advertising.

**1999-2001**

**Property Office Manager**, Community Housing Improvement Program, La Vista Verde Apartments, Chico, California

Collected, accounted, and deposited the monthly rent.

Assisted prospective tenants filling out applications.

Formally informed tenants about upcoming events.

Renewed tenants annual recertifications.

Maintained a current and organized filing system.

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Translated (English/Spanish)  
Assisted with advertising.  
Answered phones and retrieve faxes.  
Performed errands.

**1991-1999**

**Quality Control**, Woof-n- Poof Pillows, Chico, California

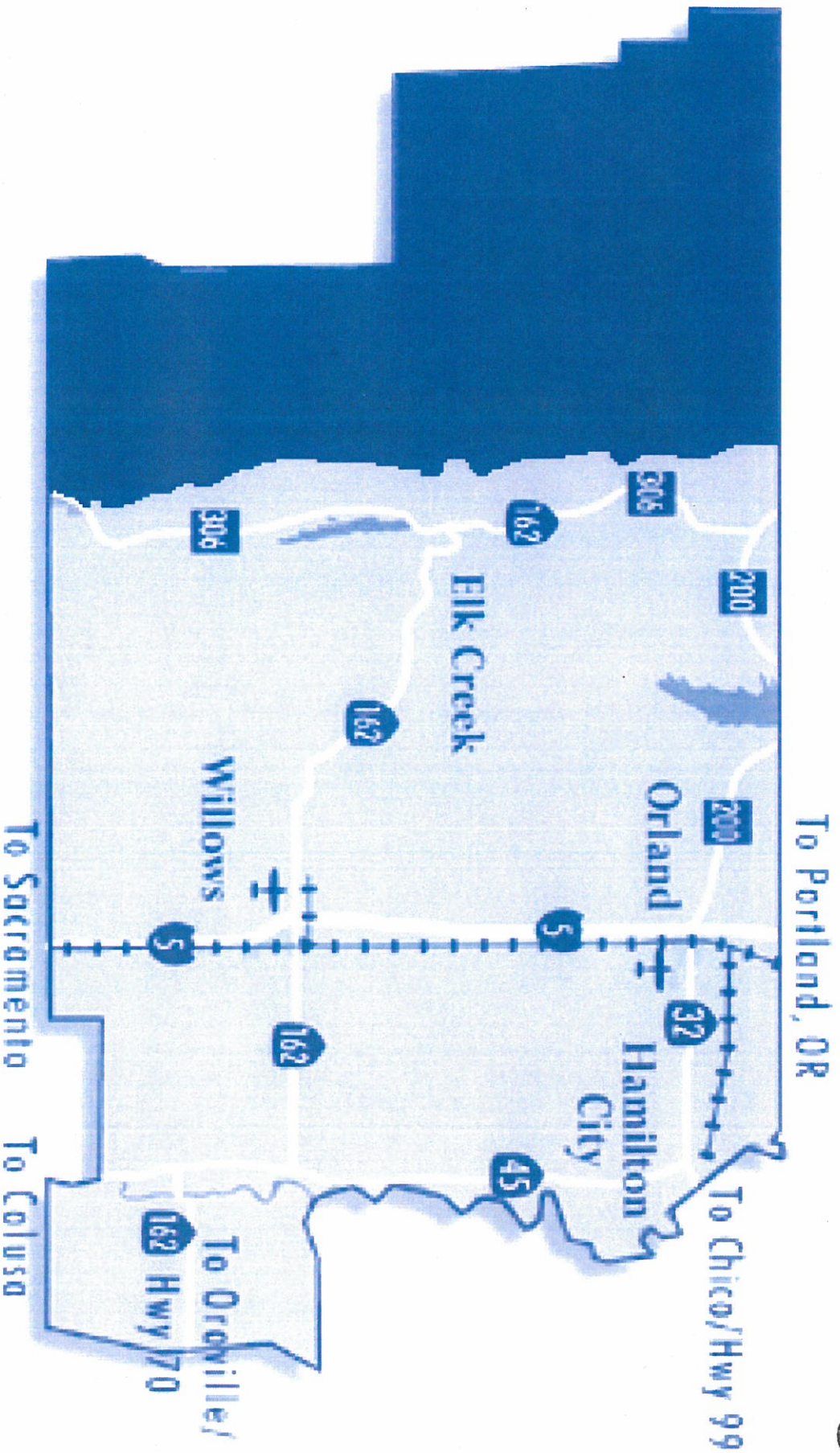
Assigned tasks to over thirty employees.  
Supervised the quality of work of production, ensuring the quality of product.  
Checked accuracy of all shipping and receiving.  
Maintained an accurate inventory count.  
Placed, delivered and picked up supply orders.  
Ensured safety of my employees.

**1990-1991**

**File Clerk/Translator**, Chico Immediate Care, Chico, California

Maintained both alpha and numerical filing systems.  
Translated (English/Spanish)  
Kept an organized, clean work area.  
Answered phones.

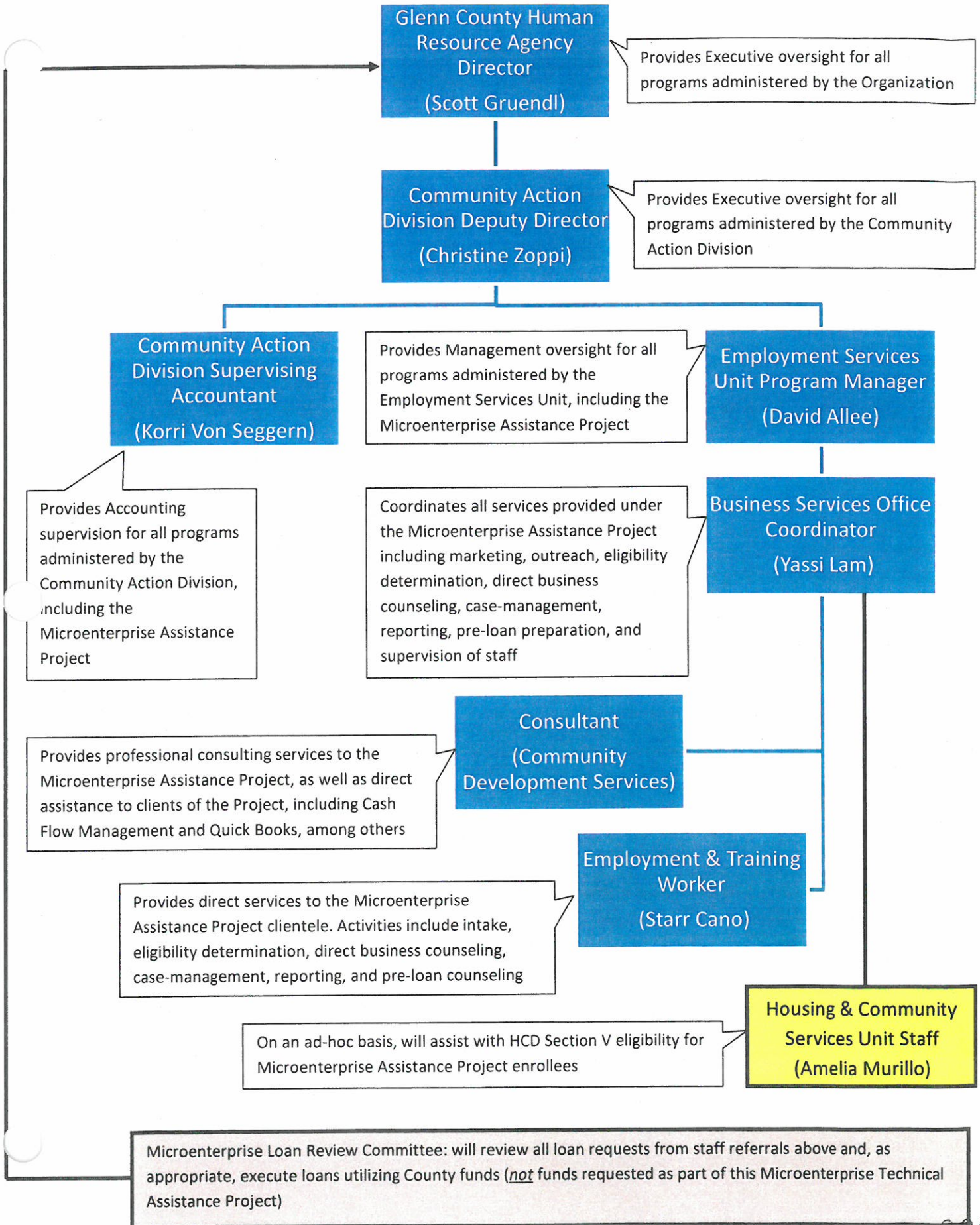
MAP OF GLENN COUNTY



000173

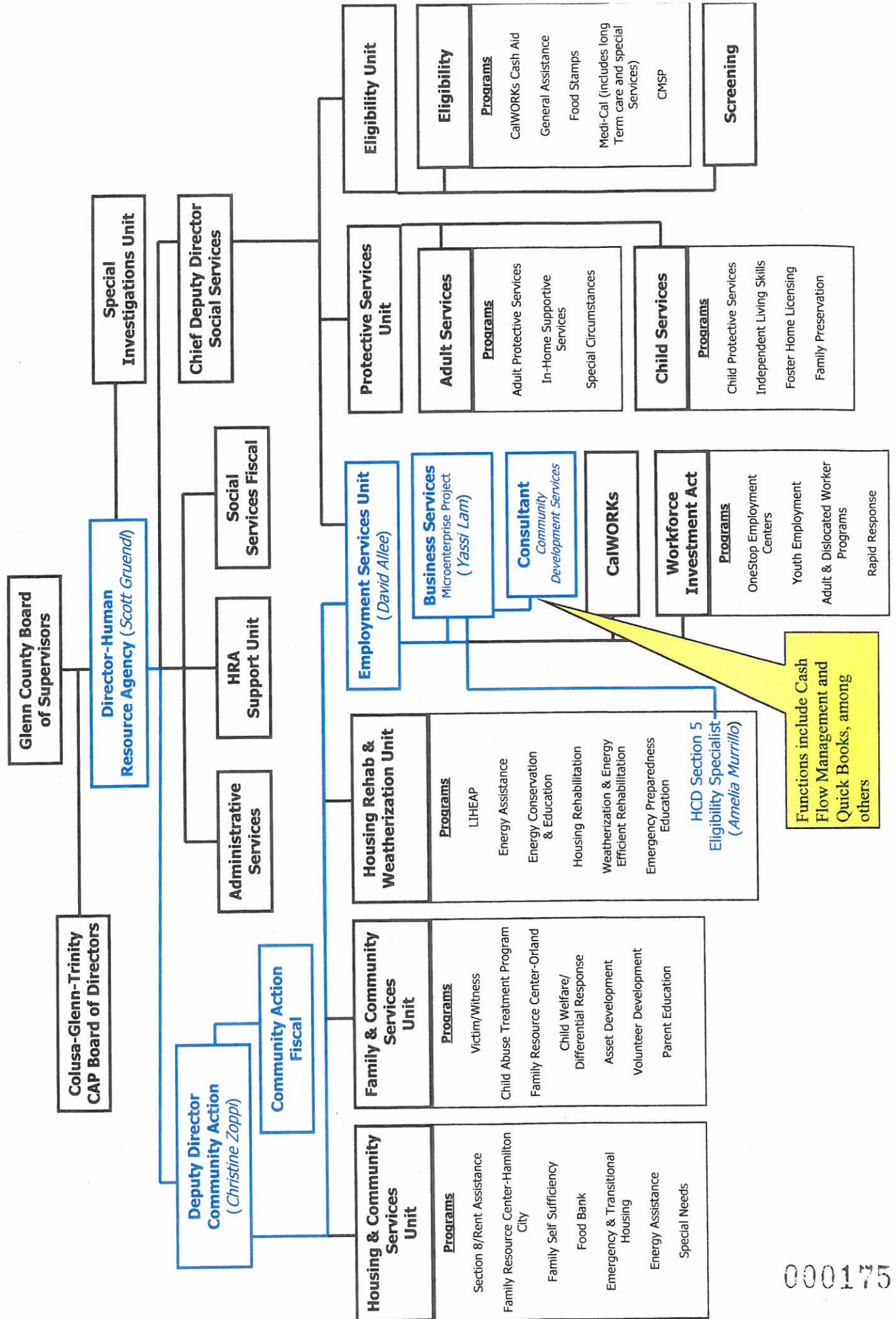


# Microenterprise Assistance Project – Activity Specific Flow Chart





# Glenn County Human Resource Agency



Functions include Cash Flow Management and Quick Books, among others

## MICROENTERPRISE ASSISTANCE TASK MATRIX FORM

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

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Class/Training Preparation		X
Guide eligible, enrolled participants in resolving business issues	X	X
Field calls from enrolled, eligible participants	X	X
Meetings/counsel sessions with eligible, enrolled participants	X	X
Assist in preparing loan application	X	X
Collect and input eligible, enrolled participant data		X
Prepare and submit cost allocation plan		X
Report on program outcomes	X	X
Determine indicators for tracking		X
Evaluate program effectiveness	X	X
Create database to match participant data collection		X
Attend HCD Workshops	X	X
Microenterprise Financial Assistance – Part 5 Income Determination		X
Microenterprise Technical Assistance – Income screen for TIG status to establish eligibility		X

# City of Willows

201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX: (530) 934-7402



March 13, 2012

Mr. Scott Gruendl, Director  
Glenn County Human Resource Agency  
420 East Laurel Street  
Willows, CA 95988

RE: The Glenn County Microenterprise Program

Dear Mr. Gruendl:

The City of Willows wholeheartedly supports the efforts of the Glenn County Microenterprise Program which provides valuable technical assistance to micro-entrepreneurs in and around the City of Willows. We encourage the continuation of this essential programming assistance to new businesses; especially in this most challenging economic environment.

Please do not hesitate to contact me regarding our support for the Glenn County Microenterprise Program, at your convenience, at the phone number above.

Sincerely,

Steve Holsinger  
City Manager

000189



March 7, 2012

Mr. Scott Gruendl  
Executive Director  
Glenn County Human Resources Agency  
420 East Laurel  
Willows, CA 95988



Mr. Gruendl:

The Center for Economic Development under the California State University Research Foundation is fully supportive of and committed to working with the Glenn County Human Resources Agency (HRA) and your Microenterprise Program. Over the course of the past 18 months we have worked with a number of Glenn County businesses through the HRA Microenterprise Program by providing technical, marketing, and accounting assistance. In addition, we have promoted the Microenterprise Program, marketed your business workshops, and connected a number of Glenn County businesses with the other programs and business assistance services available via your agency.

We endorse and support the efforts that the Glenn County Human Resources Agency has made in assisting start-ups and entrepreneurship in our rural community, and endorse your efforts to expand these worthwhile activities.

Sincerely,

A handwritten signature in cursive script that reads "Dan Ripke".

Mr. Dan Ripke  
Director  
Center for Economic Development  
CSU, Chico Research Foundation  
(530) 898-4598





Orland Chamber of Commerce  
401 Walker St.  
Orland, CA. 95963  
530-865-2311 – Fax 530-865-8171

March 23, 2012

Mr. Scott Gruendl – Director  
Glenn County Human Resource Agency  
420 East Laurel  
Willows, CA 95988

Re: MicroEnterprise Program

Dear Mr. Gruendl:

The Orland Area Chamber of Commerce commends your organization for the Micro Enterprise program that you manage here in Glenn County. The program has been very helpful to a number of our local businesses here in Orland.

We regularly refer people to your department when they ask about assistance with their business, or about opening a new business. As we are a small town, most of our businesses are owner operated and have less than 5 employees. They do not have the resources that larger businesses have. The MicroEnterprise Program helps fill that void.

We currently have over three hundred thousand square feet of commercial space available in the City of Orland. The services offered by the HRA staff involved in the MicroEnterprise Program can help fill that space with new businesses that will provide jobs to our local people.

We very strongly support the MicroEnterprise Program. Now, more than ever, the type of assistance and counsel provided by the program can make the difference in the success or failure of startup or existing business. Thank you to you and your very knowledgeable staff for all that you do for our community.

Sincerely,

Helen A. Duree  
President – Orland Area Chamber of Commerce

000191



**CITY COUNCIL**  
Wade S. Elliott, Mayor  
Charles Gee, Vice Mayor  
Bruce T. Roundy  
James Paschall Sr.  
Dennis G. Hoffman

# CITY OF ORLAND

INCORPORATED 1909

815 Fourth Street  
ORLAND, CALIFORNIA 95963  
Telephone (530) 865-1600  
Fax (530) 865-1632



**INTERIM CITY MANAGER**  
Gail Wingard

**CITY OFFICIALS**  
Angela Crook  
Assistant City Manager/City Clerk  
Pamela Otterson  
City Treasurer

March 15, 2012

YASSI LAM  
BUSINESS & EMPLOYMENT SERVICES COORDINATOR  
420 E LAUREL STREET  
P O BOX 611  
WILLOWS CA 95963

Dear Ms. Lam:

The City of Orland is committed to partnering with Glenn County Human Resource Agency (HRA), Business Services Division to provide area businesses with assistance in sustaining and expanding existing businesses as well as creating and providing assistance in establishing new local businesses.

The City of Orland supports Glenn County's application to obtain grant funding through the Department of Housing and Community Development for a Community Development Block Grant Enterprise fund. These funds will assist the City of Orland and Glenn County with economic development and promote employment.

There is definitely is a need for business development and economic development support programs. Funding of this grant will assist entrepreneurs of Willows, Orland and the unincorporated areas of Glenn County.

The City of Orland encourages the approval of this grant program.

Sincerely,

GAIL WINGARD  
Interim City Manager

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WILLOWS CHAMBER OF COMMERCE

March 12, 2012

Mr. Scott Gruendl  
Executive Director  
Glenn County Human Resource Agency  
420 East Laurel  
Willows, CA 95988

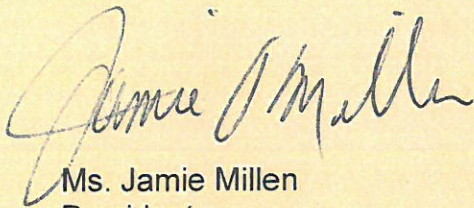
Mr. Gruendl:

The Willows Chamber of Commerce is committed to working with the Glenn County Human Resource Agency (HRA) and referring entrepreneurs to the Microenterprise Program. Since 2007, we've assisted with referrals, marketing the Microenterprise Program, promoting the business workshops, and connecting businesses with the programs and business assistance available at HRA. With the current business environment being as it is, there is a greater need for the small business assistance programs.

We feel that it is imperative that the microenterprise development efforts offered by the HRA continue in order to fill that need. We are willing to foster or facilitate networking opportunities for our local businesses.

We value and support the efforts HRA has made in assisting start-ups and businesses in our rural community.

Sincerely,



Ms. Jamie Millen  
President

Willows Chamber of Commerce  
118 West Sycamore  
Willows, CA 95988

Phone: 530-934-8150  
willowschamber@sbcglobal.net

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**2012 CDBG APPLICATION**  
**Planning & Technical Assistance (PTA)**

**PLANNING ACTIVITIES TABLE OF CONTENTS - Forms**

**PLANNING ACTIVITIES TABLE OF CONTENTS**

*\*Click on the box, drop-down menu or text box to enter information.*

ACTIVITY	SELECT	DOCUMENTATION	PAGE(S)
Planning Activities Forms (all pgs)	YES	All Forms/Documents	195-222
<b>PLANNING OVERVIEW FORMS</b>			
Allocation Selection	Required	Included in Forms	195
Activity Titles and Funding Request	Required	Included in Forms	195
List of Cash Match and Cash Match Supporting Documentation	Required	List: Local 342 County Funds	195
Cash Match Documentation	YES	YES	220-221
Target Population Served	Required	Included in Forms	196
Beneficiaries Served Documentation	YES	Add'l docs attached	196,222
Consultant Information	NO	Included in Forms	N/A
Other: _____	Select	List:	N/A
<b>PLANNING ACTIVITY DESCRIPTION FORMS – Planning Study #1</b>			
National Objective Documentation	Yes	Yes	197,201, 222
Public Benefit Documentation (For ED planning activities only)	NO	No	N/A
Activity Description	Required	In Forms section	198
Final Product Description	Required	In Forms section	198
Cost Reasonableness Documentation	Required	Add'l docs attached	202-209
For-Profit Business Required Letters	NO	Select	NA
Budget Chart (Schedule 1)	Required	Chart	200
<b>PLANNING ACTIVITY DESCRIPTION FORMS – Planning Study #2</b>			
National Objective Documentation	Yes	Yes	201,210, 222
Public Benefit Documentation (For ED planning activities only)	NO	No	N/A
Activity Description	Required	In Forms section	211
Final Product Description	Required	In Forms section	211-212
Cost Reasonableness Documentation	Required	Add'l docs attached	214-219
For-Profit Business Required Letters	NO	Select	N/A
Budget Chart (Schedule 1)	Required	Chart	213

**2012 CDBG APPLICATION**  
**Planning & Technical Assistance (PTA)**

**PLANNING ACTIVITY - Forms**

**1. Allocation Selection** (No more than two planning activities allowed per application)

- Economic Development (ED) Planning Activities only:     1 study     2 studies  
 Community Development (CD) Planning Activities only:  1 study     2 studies  
 ED & CD Planning Activities – 1 of each

**2. Activity Titles and Funding Requested by Activity**

Activity Title - Insert only one ED or CD activity title per line in this table, and indicate ED or CD, and funding amount requested. See sample list planning activity titles provided in Appendix Q.		Funding Requested for Planning Activities
Planning Activity Title	ED or CD	
1. Hamilton City Community Needs Survey & Analysis	ED <input type="checkbox"/> CD <input checked="" type="checkbox"/>	\$ 33,250
2. Hamilton City Community Center Feasibility Study	ED <input type="checkbox"/> CD <input checked="" type="checkbox"/>	\$ 61,750
<b>General Administration</b>		
* GA may not exceed five percent (5%) of total funds requested		* \$ 5,000
<b>Grand Total Amount Requested</b> (Max. \$100,000)		<b>\$ 100,000</b>

**3. List of Cash Match Sources**

Required Cash Match (Minimum 5%)	Name of Source: City, County or Other (non state or federal funds)	Approved Cash Match (per Resolution)
5,000	County of Glenn	\$5,000
		\$
		\$
<b>Total</b>		\$

**2012 CDBG APPLICATION**  
*Planning & Technical Assistance (PTA)*

**PLANNING ACTIVITY - Forms**

**4. Target Population Served**

- |   |   |
|---|---|
| 1. <input type="checkbox"/> Physically Disabled | 9. <input checked="" type="checkbox"/> Seniors            |
| 2. <input type="checkbox"/> Persons with AIDS   | 10. <input type="checkbox"/> Mentally Ill                 |
| 3. <input checked="" type="checkbox"/> Youths   | 11. <input type="checkbox"/> Veterans                     |
| 4. <input type="checkbox"/> Single Adults       | 12. <input type="checkbox"/> Victims of Domestic Violence |
| 5. <input type="checkbox"/> Single Men          | 13. <input type="checkbox"/> Substance Abusers            |
| 6. <input type="checkbox"/> Single Women        | 14. <input type="checkbox"/> Dually-Diagnosed             |
| 7. <input checked="" type="checkbox"/> Families | 15. <input type="checkbox"/> Homeless                     |
| 8. <input type="checkbox"/> Farmworker          | 16. <input type="checkbox"/> Other:                       |

**5. Beneficiaries Served**

<u>Proposed Study Relates to:</u>	<u>Accomplishment</u>	<u>Number Assisted</u>
Public Services, Public Facilities or Public Improvements	Persons	<u>1,903</u>
Housing or Public Works	Housing Units	_____
Housing Acquisition	Households	_____
Economic Development	Jobs	_____

**2012 CDBG APPLICATION**  
**Planning & Technical Assistance (PTA)**

**PLANNING ACTIVITY - Forms**

**Note:** Complete & attach one set of these Planning Activity Description Forms for each proposed Planning Activity.

1. Allocation: ED  CD

2. Activity Title: Hamilton City Community Needs Survey & Analysis

3. Amount Requested for Activity: \$ 33,250

4. National Objective:

A. Check **one** box indicating which National Objective this activity addresses. Explain and document how the activity will meet that objective.

Benefit to Low- and Moderate- Income (Low-Mod) Individuals or Households

Or, for the National Objective of Elimination of Slums and Blight, check the box below and immediately below it, describe and document how the activity will meet the National Objective of Elimination of Slums and Blight. Attach documentation of area or spot basis, and attach to this set of activity forms.

Elimination of Slums and Blight:

Describe how the activity will meet the National Objective: Per the 2010 Census Hamilton City is approximately 52% low/mod households. Although we don't expect all low/mod households to utilize a community center it is expected that they will all have access to it and may utilize it from time to time for community or private events.

Supporting Documentation for Elimination of Slums and Blight provided on pages: \_\_\_\_\_

B. Check the appropriate boxes below that describe how the proposed study will meet National Objective of Benefit to Low-Mod Individuals or Households:

Limited Clientele - list the specific group(s) to be served: \_\_\_\_\_

Income restricted - describe how final activity resulting from the study will be income restricted: \_\_\_\_\_

Income survey or HUD Low Income Census data - attach full copy of proper documentation, including Census Tract and Block Group maps, at the end of this activity description section:

Jurisdiction-Wide

Targeted Area

Supporting Documentation provided on pages: 201

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**2012 CDBG APPLICATION**  
**Planning & Technical Assistance (PTA)**

**PLANNING ACTIVITY - Instructions**

5. **Public Benefit (For ED PTA activities only)** - Describe how the planning activity will lead to creation or retention of jobs by completing this study:

N/A

6. **Activity Description** - Provide a complete narrative explaining the need for the study. Describe the scope of work and full process for completing the study with each of the key steps. Check the instructions to make sure you have provided all the required information. Hamilton City, an unincorporated rural community, has expressed the need for a community center and programs through a series of community meetings. In order to quantify these needs, Glenn County proposes conduct a community survey to identify the characteristics of those needs and the programs that would support the community and the center. In addition, the study will analyze strategies to implement the findings of the survey, as well as provide funding for additional grant applications.

**TASK 1: PROCUREMENT** - working with the community, the County will procure professional services to conduct a statistically valid community needs survey.

**TASK 2: SURVEY DATA COLLECTION** - a community needs assessment survey will be conducted to determine needs for community facilities and programs.

**TASK 3: SURVEY ANALYSIS** - the results of the survey will be analyzed to determine the highest needs and the types of facilities and programs that are feasible for implementation.

**TASK 4: IMPLEMENTATION STRATEGIES** - based on the analysis, strategies will be developed with community involvement to structure the implementation of the community center and programs.

**TASK 5: FUNDING APPLICATION** - a grant application will be prepared to further assist the community in implementation of the preferred strategies.

**TASK 6: FINAL REPORT** - see description below for final product.

7. **Final Product Description** - Describe in detail each final product that will be produced from this planning activity: The final report for this study will be a tabulation of the data revealed in the community needs survey and subsequent analysis of strategies for implementation.

**Note:** *All final products, including applications, must contain an acknowledgment of State CDBG funding on the front cover.*

8. **Cost Reasonableness Documentation** – Attach documentation showing cost reasonableness of planning study being applied for. Indicate how scope of work, service area, and final product will require the amount of funding requested.

Supporting Documentation provided on pages: 202-209

**Additional Information for Economic Development (ED) Studies**

9. **Assistance to For-Profit Businesses** - Is the study being conducted on a private for-profit business, developer or property owner?

000198

**2012 CDBG APPLICATION**  
**Planning & Technical Assistance (PTA)**

**PLANNING ACTIVITY - Instructions**

- No**, skip to number 10.  
 **Yes**, state the full name of the private business/property owner and provide letters per instructions cited in #9 of the instructions for this application.

Name: N/A

Attached Letters from Business on Pages: N/A

10. **Preparation of an Economic Development Plan** - Is the applicant preparing an economic development plan?

**Yes**                       **No**

Applicants requesting funds for the development or update of a local Economic Development Plan (EDP) are encouraged to consult with their ED program representative prior to submitting an application.

000199

**2012 CDBG APPLICATION  
Planning & Technical Assistance (PTA)**

**PLANNING BUDGET CHART - Forms**

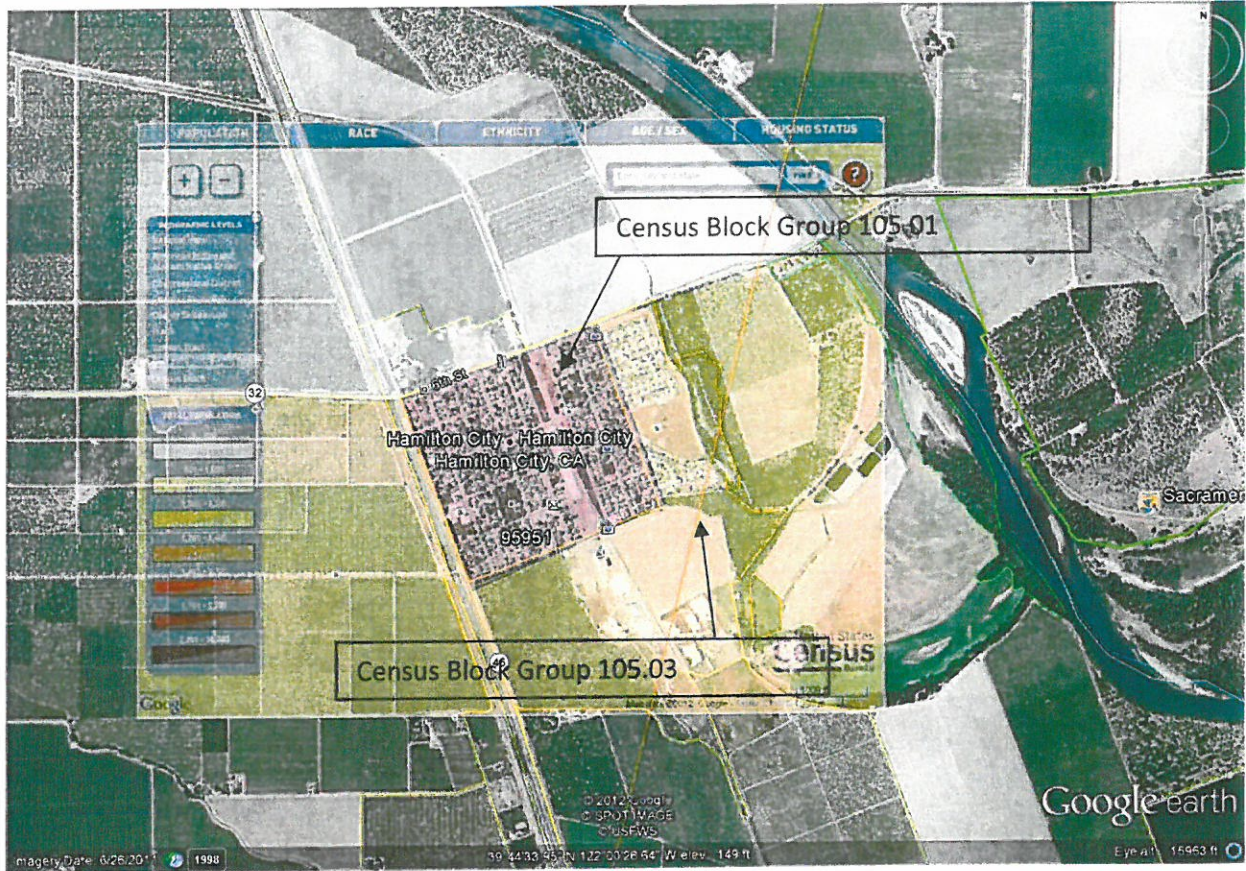
Activity Title: Hamilton City Community Needs Assessment Analysis	City/County Staff Hours						Consultant Hours					
	Task Cost						Task Cost					
	Number of Hrs	Hrly Rate	CDBG Portion	Cash Match	Other Sources	Number of Hrs	Hrly Rate	CDBG Portion	Cash Match	Other Sources	Total Cost	
* 1. PROCUREMENT	20	\$ 72.10	\$	\$ 1,442	\$		\$	\$	\$	\$	\$ 2,524	
* 2. SURVEY DATA COLLECTION	11	\$ 72.10	\$ 575	\$ 218	\$	90	\$ 125	\$ 11250	\$	\$	\$ 12043	
3. SURVEY ANALYSIS	10	\$ 72.10	\$ 721	\$	\$	45	\$ 125	\$ 5625	\$	\$	\$ 6346	
4. IMPLEMENTATION APPLICATION	10	\$ 72.10	\$ 721	\$	\$	40	\$ 125	\$ 5000	\$	\$	\$ 5721	
5. FUNDING APPLICATION	9	\$ 72.10	\$ 721	\$	\$	40	\$ 125	\$ 5000	\$	\$	\$ 5637	
6. FINAL REPORT	10	\$ 72.10	\$ 721	\$	\$	24	\$ 125	\$ 3000	\$	\$	\$ 3721	
7.		\$	\$	\$	\$		\$	\$	\$	\$	\$	
8.		\$	\$	\$	\$		\$	\$	\$	\$	\$	
9.		\$	\$	\$	\$		\$	\$	\$	\$	\$	
10.		\$	\$	\$	\$		\$	\$	\$	\$	\$	
11.		\$	\$	\$	\$		\$	\$	\$	\$	\$	
12.		\$	\$	\$	\$		\$	\$	\$	\$	\$	
13.		\$	\$	\$	\$		\$	\$	\$	\$	\$	
14.		\$	\$	\$	\$		\$	\$	\$	\$	\$	
<b>Totals:</b>		\$	\$ 3375	\$ 1660	\$		\$	\$ 29875	\$	\$	\$ 34910	

\*Show cash match and tasks first to indicate match will be spent first.

000000



HAMILTON CITY AREA – 2010 CENSUS



PLACE	PLACENAME	TRACT	BLKGRP	UR	LOWMOD	LOWMODUNIV	LOWMODPCT
31890	HAMILTON CITY CDP	010501	1	R	1069	1903	56
99999		010501	3	R	301	728	41
COMBINED TOTALS OF TARGET BLOCKGROUPS					1370	2631	52.1%

Census Blockgroup 105.02 lies north of Highway 32. All of the population of that Blockgroup is in the northern area approximately 2 miles north of Hamilton City and not a part of the target area. Most of the population of Census Blockgroup 105.03 lies immediately to the east of the older portion of Hamilton City and is an integral part of the community.

**COST REASONABLENESS DOCUMENTATION – Planning Activity #1 – Hamilton City Community Needs Survey and Analysis**

To provide documentation as to the reasonableness of the proposed costs of the Hamilton City Community Needs Survey and Analysis, this application has attached invoices from past planning studies from Mendocino County's PTA billings and a copy of the contract for services for a similar study conducted by Mendocino County. This documentation includes examples of costs of grant writing, survey work and report writing, which are applicable to this study.

(Grant 09-PTAE -  
6313)

Contract # 1 for  
PITA application  
only -

**COUNTY OF MENDOCINO  
STANDARD SERVICES AGREEMENT**

This Agreement, dated as of June 9, 2009, is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and Community Development Services, hereinafter referred to as the "CONTRACTOR".

**WITNESSETH**

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain a Community Development Block Grant (CDBG) Economic Development allocation Planning and Technical Assistance grant application ("Service"); and

WHEREAS, CONTRACTOR is professionally qualified to provide such services and is willing to provide same to COUNTY; and

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit "A", and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

Exhibit A      Definition of Services  
Exhibit B      Payment Terms  
Exhibit C      Insurance Requirements

The term of this Agreement shall be from June 1, 2009 through July 1, 2009.

The compensation payable to CONTRACTOR hereunder shall not exceed two thousand Dollars (\$2,000) for the term of this Agreement.

000203



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

COUNTY OF MENDOCINO

COMMUNITY DEVELOPMENT SERVICES (CDS)

DEPARTMENT NAME: Exec. Office

By: Jennifer Lyall  
DEPARTMENT HEAD  
JALM

By: [Signature]  
Jeff Lucas, President/CEO

**INSURANCE REQUIREMENTS:**

Kristin McMenomey, Director  
General Services Agency

By: Kristin McMenomey  
RISK MANAGER

**NAME AND ADDRESS OF CONTRACTOR:**

Community Development Services (CDS)  
PO Box 645  
Glenhaven, CA 95443

**APPROVED AS TO FORM:**

JEANINE B. NADEL, County Counsel

By: Jeanine B. Nadel

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

## EXHIBIT A

### DEFINITION OF SERVICES

CONTRACTOR shall provide the following services:

Completion of economic development component Planning & Technical Assistance (PTA) Community Development Block Grant (CDBG) application for the 2009-2010 FY. The purpose of this application is to "Develop a strategy, to identify and cultivate areas of opportunity for business and microenterprise assistance, including a determination of credit and technical assistance needs" and provide funding for the creation of future CDBG applications. This completed application is due to the County by June 8, 2009

000205

Community Development Services (CDS)  
P.O. Box 645  
Glenhaven, CA 95443  
707-998-9203, ext. 101  
707-998-9209 - fax  
[cdsca@mchsi.com](mailto:cdsca@mchsi.com)

**Invoice #4**

TO: David Swartz  
California Engineering Company (CEC)

FROM: Jeff Lucas

DATE: April 27, 2009

SUBJECT: Final Invoice, Clark's Island Feasibility Analysis

- Completion of revisions to draft report, completion of final site map, addition of project phasing narrative, completion of final study.

**54 hours @ \$125/hour = \$ 6,750.00**

Contract Summary

Total Contract	\$20,000
Billed to date	<u>\$20,000</u>
Balance Remaining	\$ 0

000206

Community Development Services (CDS)  
P.O. Box 645  
Glenhaven, CA 95443  
707-998-9203, ext. 101  
707-998-9209 - fax  
[cdsca@mchsi.com](mailto:cdsca@mchsi.com)

### Invoice #3

TO: David Swartz  
California Engineering Company (CEC)

FROM: Jeff Lucas

DATE: April 9, 2009

SUBJECT: Invoice, Clark's Island Draft Feasibility Analysis

- Preparation of draft report for Clark's Island Feasibility Study including site visits, photographs, review of past studies, phone survey of competitive facilities, Internet research of funding sources, development standards and operating trends, and development of preliminary costs estimates.

**106 hours @ \$125/hour = \$ 13,250.00**

#### Contract Summary

Total Contract	\$20,000
Billed to date	<u>\$13,250</u>
Balance Remaining	\$ 6,750

000207

Community Development Services (CDS)  
P.O. Box 645  
Glenhaven, CA 95443  
707-998-9203  
707-998-9209 - fax  
[cdsca@mchsi.com](mailto:cdsca@mchsi.com)

Invoice #1  
July 9, 2009

TO: Steve Dunicliff  
Administrative Analyst  
County of Mendocino  
501 Low Gap Road, Room 1010  
Ukiah, CA 95482

FROM: Jeff Lucas, CDS

SUBJECT: Completion of CDBG Planning Technical Assistance Economic  
Development Grant Application

Preparation and completion of 2009-10 CDBG P/TA ED grant application  
titled, *"Developing a Strategy to Identify and Cultivate Areas of Opportunity  
for Business and Microenterprise Assistance, including a Determination of  
Credit and Technical Assistance Needs."*

Invoice Total \$2,000.00

000208

Community Development Services (CDS)  
P.O. Box 645  
Glenhaven, CA 95443  
707-998-9203, ext. 101 – Dana  
707-998-9209 - fax  
[cdsca@mchsi.com](mailto:cdsca@mchsi.com)

Invoice #1  
January 6, 2011

TO: Steve Dunicliff  
County of Mendocino  
501 Low Gap Road, Room 1010  
Ukiah, CA 95482

FOR: HCD CDBG Grant #09-PTAE-6313  
Business and Microenterprise: Technical Assistance and Financing Needs Assessment;  
Strategy to Address Identified Needs

Services for the month of December, 2010

**Task #1** Research on historic business failures by type and business clusters to pursue interviews with.

**Task #2** Preparation of draft interview questions for lenders regarding barriers to business and microenterprise growth. Coordination of interviews to be completed with lenders. Selection of lender representatives for primary interviews. Set initial interviews for January.

**Task #3** Research to establish catalog of lenders by type.

**Task #4** Formatting to catalog public and private service providers regarding business needs and barriers to capital access.

15 hours @ \$125/hour = \$ 1,875.00

**Invoice Total = \$ 1,875.00**

Contract Summary

Contract Total	\$ 26,600.00
Billed to Date	<u>\$ 1,875.00</u>
Balance Available	\$ 24,725.00

000209



**2012 CDBG APPLICATION**  
**Planning & Technical Assistance (PTA)**

**PLANNING ACTIVITY - Forms**

**Note:** Complete & attach one set of these Planning Activity Description Forms for each proposed Planning Activity.

1. Allocation: ED  CD

2. Activity Title: Hamilton City Community Center Feasibility Study

3. Amount Requested for Activity: \$ 61,750

4. National Objective:

A. Check **one** box indicating which National Objective this activity addresses. Explain and document how the activity will meet that objective.

Benefit to Low- and Moderate- Income (Low-Mod) Individuals or Households

Or, for the National Objective of Elimination of Slums and Blight, check the box below and immediately below it, describe and document how the activity will meet the National Objective of Elimination of Slums and Blight. Attach documentation of area or spot basis, and attach to this set of activity forms.

Elimination of Slums and Blight:

Describe how the activity will meet the National Objective: Per the 2010 Census Hamilton City is approximately 52% low/mod households. Although we don't expect all low/mod households will utilize a community center, it is expected that they will all have access to it and may utilize it from time to time for community or private events.

Supporting Documentation for Elimination of Slums and Blight provided on pages: \_\_\_\_\_

B. Check the appropriate boxes below that describe how the proposed study will meet National Objective of Benefit to Low-Mod Individuals or Households:

Limited Clientele - list the specific group(s) to be served: \_\_\_\_\_

Income restricted - describe how final activity resulting from the study will be income restricted: \_\_\_\_\_

Income survey or HUD Low Income Census data - attach full copy of proper documentation, including Census Tract and Block Group maps, at the end of this activity description section.

Jurisdiction-Wide

Targeted Area

Supporting Documentation provided on pages: 201

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**2012 CDBG APPLICATION**  
**Planning & Technical Assistance (PTA)**

**PLANNING ACTIVITY - Instructions**

5. **Public Benefit (For ED PTA activities only)** - Describe how the planning activity will lead to creation or retention of jobs by completing this study:

NA

6. **Activity Description** - Provide a complete narrative explaining the need for the study. Describe the scope of work and full process for completing the study with each of the key steps. Check the instructions to make sure you have provided all the required information. Hamilton City has identified a potential site for the community center and needs preliminary architectural design and engineering to determine the suitability of renovating an existing vacant warehouse for the center. In addition, the study will provide preliminary costs for renovation, determine the level of environmental status by conducting a phase 1 site assessment and provide recommendations for the next steps to be taken in developing the center, including providing funding for additional grant and/or loan applications.

**TASK 1: PROCUREMENT** - the county will procure professional services of an architect and engineer.

**TASK 2: BUILDING PROGRAM** - working with the community and the County, the architect and engineer will develop a preliminary building program based on the results of the community needs survey.

**TASK 3: PRELIMINARY ARCHITECTURAL DESIGN** - the architect will develop preliminary design concepts that will be refined into a preferred preliminary design for renovating an existing vacant warehouse into a community center. The task will also include a preliminary cost estimate of the preferred design.

**TASK 4: PRELIMINARY ENGINEERING** - the engineer will develop a design for infrastructure to service the proposed development, including circulations, parking and utilities. This task will also include a preliminary cost estimate of those improvements.

**TASK 5: PHASE 1 ENVIRONMENTAL SITE ASSESSMENT** - a specialized consultant will be procured to conduct a Phase 1 Environmental Site Assessment to determine if there are any constraints to the development of the vacant warehouse. Standard environmental site assessment criteria will be followed and a preliminary cost estimate will be generated if any abatement is required.

**TASK 6: RECOMMENDATIONS FOR IMPLEMENTATION** - based on the information from the previous 3 tasks, a list of recommendations for the next steps will be developed to provide for the implementation of the preliminary design in the renovation of the vacant warehouse as a community center.

**TASK 7: APPLICATION PREPARATION FOR ADDITIONAL FUNDING** - an application will be prepared to further advance the development of the community center renovation.

**TASK 8: FINAL REPORT** - see below for final product description.

7. **Final Product Description** - Describe in detail each final product that will be produced from this planning activity: The final product will be the preliminary architectural and engineering plans and costs estimates, phase 1 environmental site

000211

**2012 CDBG APPLICATION**  
**Planning & Technical Assistance (PTA)**

**PLANNING ACTIVITY - Instructions**

assessment, and recommendations on the next steps to be taken in development of the community center.

**Note:** *All final products, including applications, must contain an acknowledgment of State CDBG funding on the front cover.*

8. **Cost Reasonableness Documentation** – Attach documentation showing cost reasonableness of planning study being applied for. Indicate how scope of work, service area, and final product will require the amount of funding requested.

Supporting Documentation provided on pages: 222-227

**Additional Information for Economic Development (ED) Studies**

9. **Assistance to For-Profit Businesses** - Is the study being conducted on a private for-profit business, developer or property owner?

- No**, skip to number 10.  
 **Yes**, state the full name of the private business/property owner and provide letters per instructions cited in #9 of the instructions for this application.

Name: N/A

Attached Letters from Business on Pages: N/A

10. **Preparation of an Economic Development Plan** - Is the applicant preparing an economic development plan?

- Yes**                       **No**

Applicants requesting funds for the development or update of a local Economic Development Plan (EDP) are encouraged to consult with their ED program representative prior to submitting an application.

**2012 CDBG APPLICATION**  
**Planning & Technical Assistance (PTA)**

**PLANNING BUDGET CHART - Forms**

Activity Title: Hamilton City Community Center Feasibility Study	City/County Staff Hours						Consultant Hours					
	Task Cost						Task Cost					
	Number of Hrs	Hrly Rate	CDBG Portion	Cash Match	Other Sources		Number of Hrs	Hrly Rate	CDBG Portion	Cash Match	Other Sources	Total Cost
* 1. PROCUREMENT	35	\$ 72.10	\$	\$ 2524	\$			\$	\$	\$	\$	\$ 2524
* 2. BUILDING PROGRAM	45	\$ 72.10	\$ 2678	\$ 566	\$	60	\$ 155	\$ 9300	\$	\$	\$	\$ 12544
3. PRELIMINARY ARCHITECTURAL DRAWINGS		\$	\$	\$	\$	114	\$ 155	\$ 17670	\$	\$	\$	\$ 17670
4. PRELIMINARY ENGINEERING		\$	\$	\$	\$	100	\$ 125	\$ 12500	\$	\$	\$	\$ 12500
5. PHASE 1 ENVIRONMENTAL RECOMMENDATION	45	\$ 72.10	\$ 3245	\$	\$	20	\$ 115	\$ 2300	\$	\$	\$	\$ 2300
7. APPLICATION PREPARATION	10	\$ 72.10	\$ 721	\$	\$	40	\$ 125	\$ 5000	\$	\$	\$	\$ 8245
8. FINAL REPORT	15	\$ 72.10	\$ 1081	\$	\$	40	\$ 125	\$ 5000	\$	\$	\$	\$ 5721
9.		\$	\$	\$	\$	20	\$ 125	\$ 2500	\$	\$	\$	\$ 3581
10.		\$	\$	\$	\$		\$	\$	\$	\$	\$	\$
11.		\$	\$	\$	\$		\$	\$	\$	\$	\$	\$
12.		\$	\$	\$	\$		\$	\$	\$	\$	\$	\$
13.		\$	\$	\$	\$		\$	\$	\$	\$	\$	\$
14.		\$	\$	\$	\$		\$	\$	\$	\$	\$	\$
<b>Totals:</b>		\$	\$ 7725	\$ 3090	\$		\$	\$ 54270	\$	\$	\$	\$ 65085

\*Show cash match and tasks first to indicate match will be spent first.

**COST REASONABLENESS DOCUMENTATION – Planning Activity #2 – Hamilton City Community Feasibility Study**

To provide documentation as to the reasonableness of the projected costs of the study, this application has included background information from the Williams Community Center Renovation project, which included an RFP for architectural and engineering services. The Williams Community Center Association received only one proposal for their project. The Williams Community Center is smaller at 3,500 square feet than the proposed Hamilton City community center at 19,800 square feet. Therefore, we expect the costs to be slightly higher for a larger project as more time will be involved in determine the full building program, the preliminary design, and cost estimates.

The attached information also includes fee schedules for the architectural, engineering and environmental assessment firms that submitted for the Williams Community Center project. These fee schedules are only 1 ½ years old and we do not expect to see much increase in hourly costs. The fees for the various services were used to calculate the hourly rates for the proposed Hamilton City community center project. The costs from the proposal on page 22 were adjusted to determine the best estimate of costs for the Hamilton City study.



## COST PROPOSAL FOR THE REHABILITATION OF THE WILLIAMS VETERANS HALL

INDIGO and its team of specialists propose to complete this assignment on the basis of the following fee proposal and the attached hourly rate exhibits. We present our estimate of cost here in a simplified format for ease of review and will fully conform it to current CBDG guidelines and will correlate to the CBDG cost category matrix if selected for further consideration. Our initial observation is that this CBDG Matrix Code by category will be Q3E Neighborhood Facilities, with perhaps other minor categories for Q3J Water/Sewer Improvements, Q3K Street Improvements, Q3L Sidewalks and Q3R Asbestos Removal, if required. Further discussion with County will be required to sort out the appropriate matrix categories and to determine the applicable National Objective and Accomplishment Types from the CBDG Appendix C Matrix Code/ National Objective/ Accomplishment Type Combinations. It is possible that our understanding of the work has resulted in a higher fee than budget will allow in which case we would be pleased to negotiate a proper scope and fee based on County's budget.

### 1. Facility evaluation and renovation recommendations.

A. Structural assessment and recommendations.	\$3,000
B. Mechanical and plumbing assessment and recommendations.	\$2,800
C. Electrical assessment and recommendations	\$2,800
D. Architectural assessment and recommendations, includes condition of existing building and accessibility requirements.	\$6,500
E. Meetings, includes 1.	\$2,200
F. Assembly of evaluation and recommendation report.	\$2,500
<b>Total Part 1 services</b>	<b>\$19,800</b>

*Note: Termite report, survey, hazmat testing, as-builts, etc. are assumed by County. These services, including planning for remediation of hazmat material if present are available from INDIGO's team of specialists upon request.*

### 2. Preliminary Cost Estimate and Design.

A. Structural estimate and preliminary design.	\$3,000
B. Mechanical and plumbing estimate and preliminary design.	\$3,500
C. Electrical estimate and preliminary design.	\$3,500
D. Architectural estimate and preliminary design.	\$6,500
E. Meetings, includes 2.	\$3,500
F. Assembly of cost estimate and preliminary design report.	\$2,500
<b>Total Part 2 services</b>	<b>\$22,500</b>

### 3. Final Design, construction documents, and bid package.

A. Structural construction documents allowance.	\$3,500
B. Mechanical and plumbing construction documents allowance.	\$6,500
C. Electrical construction documents allowance.	\$6,500
D. Architectural construction documents allowance.	\$16,000
E. Meetings, includes 2.	\$3,500
F. Assembly of bid documents.	\$4,500
<b>Total Part 3 services</b>	<b>\$40,500</b>

*Note: Allowance items for part 3 costs are shown since the degree of work involved is a function of County decisions to be made in part 2 above. These allowances will be reviewed and affirmed for County approval upon completion of part 2 when scope of building system renovation is known and engineering costs can be properly estimated. Costs are limited to those engineering disciplines shown and could be less than indicated.*

### 4. Assistance during construction to assure compliance (optional).

A. Not included at this time as optional scope. Work will be on a time-and-materials basis	TBD
<b>Total Part 4 services</b>	<b>TBD</b>

*Note: Allowance items shown for engineering costs since the degree of work involved is a function of parts 1 & 2 above. These allowances will be reviewed and affirmed for County approval upon completion of part 2 when scope of building system renovation is known and engineering costs can be estimated.*





consulting  
mechanical  
and  
electrical  
engineers

2411 Alhambra Blvd, Ste. 100  
Sacramento, CA 95817

Tel (916) 447-2841  
Fax (916) 447-4105

[www.peterseng.com](http://www.peterseng.com)

July 8, 2010

**INDIGO/HAMMOND & PLAYLE ARCHITECTS, LLP**  
231 G Street, Suite 2  
Davis, CA 95616

Attn: Bruce Playle

Peters Engineering Hourly Rates are as shown below:

Principal	\$175.00/hr.
Project Engineer/ Mgr.	\$125.00/hr.
Senior Designer	\$95.00/hr.
Designer	\$85.00/hr.
CADD	\$75.00/hr.
Clerical	\$60.00/hr.

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## Fee Schedule

Indigo | Hammond + Playle Architects, LLP  
Fourth Quarter, 2010

Principal Architect	\$200
Architect	\$155
Senior Designer	\$130
Designer/ Drafter- Level 2	\$115
Designer/ Drafter- Level 1	\$105
Clerical	\$75

Consultants and reimbursable expenses are at 1.10x cost.

Mileage at \$0.50 per mile.

Rates subject to change from time-to-time.

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ROLLS, ANDERSON & ROLLS

HOURLY RATE SCHEDULE

January, 2010

Principal Engineer	\$115.00
Principal Surveyor	115.00
Senior Engineer	110.00
Associate Engineer	105.00
Assistant Engineer	95.00
Engineering Technician	85.00
Engineering Technician II	70.00
Draftsman	62.00
Clerical/Secretarial	60.00
2-Man Survey Crew	170.00
1-Man Survey Crew with GPS	200.00
2-Man Survey Crew with GPS	250.00
Construction Inspector	95.00
Litigation - Expert Testimony	250.00
CAD Computer System	10.00

Miscellaneous Expense - Charged at Actual Cost + 5%

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# HMS, INC. FEE SCHEDULE

December 15, 2010

Senior Consultant (Includes IH Consultation)	\$115.00 per hour
Overtime Rate	\$125.00 per hour
Holiday Rate*	\$150.00 per hour
Technical Consultation	\$ 80.00 per hour
Overtime Rate	\$ 90.00 per hour
Holiday Rate*	\$105.00 per hour
Administrative Support	\$ 45.00 per hour

\* HMS, Inc. holidays include Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas, and New Year's Day.

## LABORATORY FEES

### Asbestos Analysis

Phase Contrast Microscopy (PCM)	
RUSH	\$22.00 per sample
STANDARD (24 hours)	\$20.00 per sample

### Polarized Light Microscopy (PLM)

RUSH	\$25.00 per sample
STANDARD (24 hours)	\$20.00 per sample
Complex Matrices (More than 3 layers)	\$40.00 per sample
PLM with Point Counting (400 Points)	\$80.00 per sample

### Transmission Electron Microscopy (TEM) - AHERA Method

RUSH (12 hours)	\$200.00 per sample
STANDARD (24 hours)	\$150.00 per sample

### Metals Analysis

Flame Atomic Absorption (Flame AA)	
RUSH	\$70.00 per sample
STANDARD (24 hours)	\$35.00 per sample

### Total Threshold Limit Concentration (TTLC)

STANDARD (24 hours)	\$55.00 per sample
---------------------	--------------------

### Solubility Threshold Limit Concentration (STLC)

STANDARD (72 hours)	\$125.00 per sample
---------------------	---------------------

### Toxicity Leaching Characterization Procedure (TCLP)

STANDARD (72 hours)	\$125.00 per sample
---------------------	---------------------

### Indoor Air Quality Analysis

#### Airborne Fungi Samples

Culturable - Anderson (7-14 days)	\$140.00 per sample
Non-culturable - Zefon Air-O-Cell (72 hours)	\$70.00 per sample

#### Bulk Fungi Surface Samples

Non-culturable	\$70.00 per sample
Culturable	\$70.00 per sample

Culturable Airborne Bacteria - Anderson (10 days)	\$140.00 per sample
---	---------------------

Culturable Bulk Bacteria, Surface & Water (10-14 days)	\$140.00 per sample
--	---------------------

VOC Sampling + TICS (7-14 days)	\$700.00 per sample
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000219

BOARD OF SUPERVISORS, GLENN COUNTY, CALIFORNIA

RESOLUTION NO. 2012-14

**RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE COMMUNITY AND ECONOMIC DEVELOPMENT ALLOCATIONS OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

\* \* \*

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

SECTION 1:

The Glenn County Board of Supervisors has reviewed and hereby approves an application for up to a maximum of \$1,900,000 for the following activities:

1) General Program Administration	\$ 142,500.00
2) Microenterprise Assistance	\$ 277,500.00
3) Planning & Technical Assistance-Hamilton City Community Needs Survey & Analysis	\$ 32,375.00
4) Planning & Technical Assistance-Hamilton City Center Feasibility Study	\$ 60,125.00
5) Public Improvements Project-Hamilton City Storm Drainage System	\$ 1,387,500.00
TOTAL	\$ 1,900,000.00

SECTION 2:

The County of Glenn has determined that federal Citizen Participation requirements were met during the development of this application.

SECTION 3:

The County of Glenn hereby approves the commitment of Local 342 funds in the amount of \$5,000 during the grant term for the following activities:

Match for two PTA Activities-Hamilton City Survey & Study	\$ 5,000.00
---	-------------

SECTION 4:

The County of Glenn hereby authorizes and directs the Director of the Glenn County Human Resource Agency or the Director of the Glenn County Planning and Public Works Agency, or designees, to sign this application and act on the County's behalf in all matters pertaining to this application.

SECTION 5:

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If the application is approved, Scott Gruendl, Director of the Glenn County Human Resource Agency or John Linhart, Director of the Glenn County Planning and Public Works Agency, or designees, are authorized to enter into and sign the grant agreement, any subsequent amendments, and any required documentation with the State of California for the purposes of this grant, once reviewed and approved by County Counsel.

SECTION 6:

If the application is approved, Scott Gruendl, Director of the Glenn County Human Resource Agency or John Linhart, Director of the Glenn County Planning and Public Works Agency, or designees, are authorized to sign Funds Requests and other required reporting forms.

**THIS RESOLUTION WAS PASSED AND ADOPTED** by the Board of Supervisors of the County of Glenn at a regular meeting thereof on March 6, 2012 by the following vote:

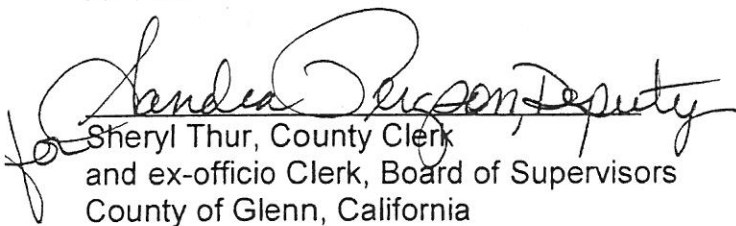
AYES: Supervisors Foltz, McDaniel, Murray, Viegas, and Soeth (Chairman)

NOES: None


ABSENT OR ABSTAIN: None

  
\_\_\_\_\_  
STEVE SOETH, Chairman  
Board of Supervisors  
County of Glenn, California

ATTEST:

  
\_\_\_\_\_  
Sheryl Thur, County Clerk  
and ex-officio Clerk, Board of Supervisors  
County of Glenn, California

APPROVED AS TO FORM:

  
\_\_\_\_\_  
HUSTON T. CARLYLE, JR.  
County Counsel  
County of Glenn, California

The foregoing instrument is a correct copy of the original on file in this office

ATTEST: March 8, 2012  
Sheryl Thur

County Clerk & Ex-officio Clerk of the Board  
of Supervisors, the County of Glenn, State of California  
By: Sandra Peterson Deputy



## **DOCUMENTATION OF BENEFICIARIES SERVED**

The proposed studies are to benefit the community generally within Hamilton City. This community has a high percentage of low/mod individuals. The total population of the community is estimated at 2,631 of which 52.1% are low/mod individuals or an estimated 1,370 persons. We do not expect every person to use the community center so our estimate of potential beneficiaries is probably low at 500 individuals. However, since the community center would be open to the whole low/mod population, an estimate of 500 beneficiaries is appropriate.

See page 12 for additional 2010 U.S. Census information regarding the potential beneficiaries.

**2012 CDBG APPLICATION**  
**Public Improvement Activities**

**PUBLIC IMPROVEMENTS - Forms**

**PUBLIC IMPROVEMENTS TABLE OF CONTENTS**

*\*Click on the box, drop-down menu or text box to enter information.*

<b>ACTIVITY</b>	<b>SELECT</b>	<b>DOCUMENTATION</b>	<b>PAGE(S)</b>
Public Improvement Forms (all pages)	YES	All Forms/Documents	224-437
<b>NEED</b>			
Regulatory Agency Order(s)	NO	Select	NA
Regulatory Agency Order(s)	NO	Select	NA
Enforcement Agency Letter	NO	Select	NA
On Waiting List for Other Funding	NO	Select	NA
Study Documentation	YES	YES	235-245
Supplemental Information	YES	List: Newspaper Articles, CDC Facts, Third Party Letters	246-254, 255-325
<b>BENEFIT</b>			
Service Area Documentation	YES	Survey data	327-330
Beneficiary Documentation	YES	YES	331-333
<b>READINESS</b>			
Activity Administrator	In-House Adminis	Resume/Duty Stmtnt	335-361
Site Control	YES	City/County owned site	424-426
All Financing in Place	YES	YES	437
Cost Estimate	YES	By Architect/Engineer	421-422
Preliminary Plans and Specifications	Yes	Prelim Plans	398-420
Timeline	YES	Engineer's Timeline	423
Bid Package (RFQ/RFP)	Yes	Yes	362-386
Contractor List	Yes	Yes	387-395
Local Approvals	No	Select	NA
Other Readiness	YES	List: Plans & Specifications and Newsletter	427-436
Activity Sources and Uses	Required	Chart	437

000223

**2012 CDBG APPLICATION**  
**Public Improvement Activities**

**PUBLIC IMPROVEMENTS - Forms**

**A. Activity Information:**

1. Is this Activity being submitted under the Community Development Allocation, the Native American Allocation, the Colonia Allocation, or as a Set-Aside (Un-Scored) Activity? (Check only one box.)

- Community Development Allocation  
 Native American Allocation  
 Colonia Allocation  
 Set-Aside (Un-Scored) Activity

2. Is any Program Income being committed to this Activity?

- Yes  No

If yes, how much \$ \_\_\_\_\_

3. How much is being requested for this activity?

\$1.5M = \$1,389,000 + \$111,000

Total \$\$ Requested for this Activity = (Activity \$\$) + (Activity Delivery \$\$)

4. How will the requested CDBG funds be used?

- a) Type of Project:

- Water/Sewer Improvements (03J)  
 Street Improvements (03K)  
 Sidewalks (03L)  
 Payment of Eligible Assessments for Public Improvements  
 Tree Planting (03N)  
 Other (describe): \_\_\_\_\_

- b) Is acquisition of Real Property included in this Activity?

- Yes  No

5. Location of sites(s) where activity will occur (include maps):

All work associated with this proposed project will occur in the public right-of-way of streets within the community of Hamilton City (Census Tract 105.01 Block Group 1).

000224

**2012 CDBG APPLICATION**  
***Public Improvement Activities***

**PUBLIC IMPROVEMENTS - Forms**

Does the Applicant currently have site control? (include documentation under Readiness section, Question 4.)

Yes                       No

**6. Describe the Activity:** *(See instructions.)*

In order to address an immediate health and safety threat caused by the hazards associated with street flooding and resulting ponding, it is essential that the public improvements to the storm drain infrastructure in Hamilton City continue. Therefore, Glenn County is applying for 1.5 million dollars of CDBG funds in order to proceed with the necessary curb, gutter, and storm drain improvements.

The County will implement in-house labor for the administrative and construction requirements of this project, including the restoration and construction of the curb, gutter, and storm drain infrastructure. The construction of the on-going multi-phase project corresponds to the existing engineered Hamilton City Storm Drainage Facilities Maintenance and Improvement Plan. The plan for construction and restoration of the storm drainage system is organized into fourteen phases, which include seven storm drain infrastructure installations coinciding with seven curb and gutter phases.

The Glenn County Planning and Public Works Agency has nearly completed Phase V, which was funded by CDBG 6385, and possesses the capacity and readiness to begin immediately upon securing CDBG funding. The currently requested CDBG grant is primarily for Phase VI through Phase VIII of the improvement plan, as well as, other ancillary locations within the target area necessitated to tie into the overall storm drain system. Phase VI and Phase VIII include installing curb and gutter along Walsh Avenue and Canal Street, between Third and Fifth Streets. Phase VII will install storm drain and pipeline infrastructure from the intersection of Fourth and Main Streets, to Shasta Avenue and Fourth Street. The phases also include curb and gutter along Third, Fourth, and Fifth Streets, between Canal Street and Walsh Avenue.

By reducing the mosquito breeding grounds proliferating the vectors of the West Nile Virus, the completion of the proposed phases will address an immediate need currently impeding the health and safety of an 88 percent low-mod population target area. This project will also reduce and prevent roadside blight, as well as, contribute in providing a suitable living environment within the community of Hamilton City.

**7. Who will be the Activity Administrator?** *(Check all that apply.)*

- Jurisdiction (Applicant)
- Consultant/Contractor (For-Profit entity)
- Non-Profit as Subrecipient
- CHDO (Community Housing Development Organization)

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**2012 CDBG APPLICATION**  
**Public Improvement Activities**

**PUBLIC IMPROVEMENTS - Forms**

- Another unit of local government
- Another public agency
- Non-Profit not acting as Subrecipients
- Faith-based organization
- Institution of higher education

Name of all agencies/organizations indicated above:

- a) County of Glenn
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_

8. **Project Timeline** - Indicate significant milestone accomplishments and the proposed date of completion.

Project Timeline		
	Description of Accomplishment	Proposed Date of Attainment
1.	Clearing of Special Conditions	Sep tember 2012
2.	50% of CDBG fund exhausted	January 2014
3.	50% of overall project complete	March 2014
4.	Project Completed	June 2015
5.		
6.		
7.		
8.		

9. **Relocation Compliance** – Does the proposed project involve purchase / conversion / or demolition of structures on the proposed project’s site that will cause displacement of any “persons”?

Yes  No

If yes, then the grantee will be required as a special condition of the CDBG grant contract to submit GIN notices and a formal relocation or displacement plan for the project prior to release of grant funds. A properly signed acquisition notice to the seller will also be required per federal regulations.

**B. Need for Activity:**

1. Describe the need(s) this activity will address:

000226

**2012 CDBG APPLICATION**  
**Public Improvement Activities**

**PUBLIC IMPROVEMENTS - Forms**

The census-designated place of Hamilton City, California, within the unincorporated area of Glenn County, has a severe and reoccurring problem that needs to be addressed.

The primarily low to moderate income residents within the community routinely experience dangerous street side flooding that threatens their health and safety. Standing water resulting from non-existent or insufficient public right-of-way drainage poses numerous risks including a variety of injuries, hazards, and infectious diseases.

The current scenario of flooded roadsides and intersections presents a dangerous convergence of pedestrians and vehicles forced into the center of the road in order to avoid ponding. The eminent safety hazard involved in merely walking along the roadside makes the need for sufficient curb, gutter, and storm drainage apparent.

The standing water caused by insufficient drainage produces numerous pools for mosquitos and other waterborne organisms. In 2010, Glenn County had California's highest per capita West Nile Virus incident rate. Mosquito-borne diseases cause illness to more than 700 million people and kill nearly four million people worldwide every year. The mosquitos breeding due to the lack of drainage in the community pose a dangerous threat to human health and overall quality of life.

For the health and safety of the residents of Hamilton City, the need for storm water drainage is critical. The health and safety threats faced by the community, as a direct result of poor drainage, can be resolved by this project.

**2. How was the need for this activity determined?**

Because of the identified public health concern of West Nile Virus, and the reoccurring safety hazard of street flooding in Hamilton City, installing new storm drain infrastructure including curbs and gutters is the number-one public improvement objective for the families, community organizations, and local governmental agencies. According to the Centers for Disease Control, residents in Glenn County contract West Nile Virus at a rate that is 23 times the state average. General discussion and grievances of the residents, public meetings, and local media historically and consistently reiterate the importance of the need of this project.

Documentation

Page(s):

Cease and Desist Order

\_\_\_\_\_

Letter from Enforcement Agency

\_\_\_\_\_

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**2012 CDBG APPLICATION**  
**Public Improvement Activities**

**PUBLIC IMPROVEMENTS - Forms**

- Letter from other Funding Agency re: eligibility status \_\_\_\_\_
- Study documenting problem; proposed solution \_\_\_\_\_
- Other: Enviornmental Reports 235-245

**3. Describe how/to what extent CDBG funding will eliminate/improve the problem.**

Several health agencies, including the California Department of Public Health, evidence of the health and safety concerns of flooding and standing water.

The extent of construction of new storm drains, curbs, and gutters resulting from CDBG funding will eliminate safety hazards and mosquito breeding pools that currently occur in the direct vicinity of low-mod families and their residential neighborhood.

The benefits are multi-fold including fixing life safety concerns, increased community pride, and an overall healthy and safe community.

**4. Describe the financial systems that will ensure long-term operation and maintenance if this improvement is funded.**

The long-term durability of storm drain, curb, and gutter infrastructure necessitates minimal immediate or long-term maintenance. A service order protocol facilitates public requests for maintenance or repair.

In addition, existing Public Works Department budgets and procedures provide for the monitoring of efficacy and maintenance of storm drain systems, in the unincorporated areas of Glenn County, particularly in the comparatively dense residential population of Hamilton City.

**5. Additional supporting documentation for this *specific* activity:**

- Reports, Notices, orders and/or directives from State or local regulatory agencies.
- News articles regarding the need for the service.
- Third-party letters describing the direct **health and safety** impact.
- Documentation to support the need(s) must be less than 5 years old.
- Note the page numbers, in this application, where documentation can be found.

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**Note:** For lengthy reports/studies, please include the cover page, executive summary and only the pages needed to support the need for the specific Public Improvements that are proposed.

	Source (Agency, other)	Description of Documentation:	Date of Doc.	Application Page #
1.	Enterprise Record	Newspaper Article	2011	253
2.	Willows Journal	Newspaper Articles	2010	254-258
3.	Centers for Disease Control	WNV Fact Sheet	2012	259-260
4.	Mayo Medical Research	West Nile Prevention	2010	261
5.	Multiple Sources	Third Party Letters	2010-12	262-332
6.				

**C. Benefit:**

**1. Service Area - (Check only one and include all appropriate maps.)**

- Entire Jurisdiction  
 Target Area(s)

- Low-Mod benefit for a specific area **must** contain information/documentation as to how only those within the Target Area will benefit from the activity. Page(s): 327-330

**All Applicants** - Identify the Service Area(s) by Census Tract(s) and Block Group(s) (even if jurisdiction-wide) in the table below and list the page(s) where the Census Tract/ Block Group Map(s) may be found in this application. Page(s): 327-328

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
<u>105.01</u>	_____	_____	_____	_____
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)
<u>1</u>	_____	_____	_____	_____

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**2. Beneficiaries (people):**

- Income Restricted (100 percent Low-Mod) for Payment of Assessments only.
- Primarily Low-Mod (List % of total): 88%
  - Based on HUD Low/Mod chart (**Appendix A**)
  - Based on Income Survey.

Methodology and results on page(s)331-333

**3. Number of people who will benefit:**

81% and <u>Above</u> (Non- Low-Mod)	Between 51% - 80% (Low Income)	Between 31% - 50% (Very Low Income)	Below 30% (Extremely Low Income)	TOTAL # of People
<i>not eligible</i>	647	1028		1903

**D. Readiness:**

**1. Activity Administrator - If funded, how will this activity be administered?**

- In-house Staff Only (Attach resumes and duty statements of staff that will be performing the work.)
- Subrecipient Agreement:
  - Draft       Executed       Other: \_\_\_\_\_
  - Term of the agreement: \_\_\_\_\_
- Procured Administrator(s) (per 24 CFR 85.36 and the GMM Chapter 8):
  - Per Small Purchase Authority
  - By Competitive Proposal
  - By Non-Competitive/Sole-Source
  - Department approval documentation, pages: \_\_\_\_\_
  - Term of the agreement: \_\_\_\_\_
- Combination of the above. Describe: \_\_\_\_\_  
Documentation on page(s)\_\_\_\_\_

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**2. Jurisdiction/Operator Experience and Readiness:**

- RFQ for Engineer
- RFP for Labor Consultant
- Procurement Outreach Distribution List ("Contractors List")
- 1 or more similar projects with CDBG funding within last 3 years.

Documentation:

- Grant Award Letter.
- Notice of Completion (or other proof of completion of project.
- Executed Subrecipient Agreement with experienced developer.
- Development Agreement with experienced developer.
- Entire Bid Package

**Supporting Documentation on page(s) 362-397**

**3. Project Approval Status:**

- Preliminary Design and Engineering Plans.
- Engineer's Cost Estimate.
- Engineer's Timeline.

**Supporting Documentation on page(s) 398-423**

**4. Site Control (Projects only):**

- | <u>Draft</u>             | <u>Executed</u>                     |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | City/County owned site                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Purchase Agreement                               |
| <input type="checkbox"/> | <input type="checkbox"/>            | Option to Purchase                               |
| <input type="checkbox"/> | <input type="checkbox"/>            | Option to Lease                                  |
| <input type="checkbox"/> | <input type="checkbox"/>            | Leasehold Interest                               |
| <input type="checkbox"/> | <input type="checkbox"/>            | Deed of Trust                                    |
| <input type="checkbox"/> | <input type="checkbox"/>            | Other documentation of Site Control – List _____ |

**Supporting Documentation on page(s) 424-426**

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**5. All Funding in Place**

- Sources and Uses Form
- Proof of All Financing in Place
- Commitment Letters from Banks, TCAC, CDLAC, Investors, etc.

**Supporting Documentation on page(s) 437**

**6. Other Readiness Documentation Provided:**

- Plans and Specifications
- Local Approvals
- Other - Describe: Newsletter showing progress

**Supporting Documentation on page(s) 435-436**