

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Jessica Sandifer, Management Analyst 

DATE: February 3, 2012 (City Council Meeting 02/15/12)

SUBJECT: Consider Ranking Recommendations for Fiscal Year 2012/13
Community Development Block Grant (CDBG) Funding Proposals

BACKGROUND

Beginning in the 2010-11 grant year, the County of Ventura implemented a new process for allocation of funding for the County's CDBG entitlement area funds. This new process means that the County has taken over primary responsibility for administration of the CDBG program. All applications for funds are made to the County and all final decisions are made by the County. As a part of the new process, the County has requested input from the entitlement area cities on funding recommendations for those programs that affect their jurisdictions. After the County receives a prioritized list from the entitlement area cities, the County will allocate the funds to the applicants based on the City's prioritization within a five percent (5%) variance of the cap of Moorpark's allocation.

For the FY 2012/13 CDBG grant year, the County's allocation has been reduced by 20.88%, making Moorpark's total allocation cap for FY 2012/13 year \$136,042 of which fifteen percent (15%) or \$20,406, is allocated towards public service projects.

DISCUSSION

The County has forwarded those applications to staff that are relevant to the City of Moorpark and staff is recommending a particular funding order. The City Council is being asked to review staff's ranking of the funding recommendations. These recommendations are due to the County by February 23, 2012.

As mentioned above, the City's proposed cap for FY 2012/13 is \$136,042 of which \$20,406 is to be allocated for public service projects with the remaining funds allocated to economic development or non-public service projects. Last year, staff recommended

allocating the City's non-public service project funds to a housing rehabilitation program. However, during the County's annual audit by the U.S. Department of Housing and Urban Development (HUD), HUD staff indicated that there were changes to HUD requirements for rehabilitation projects. County staff indicated that the changes no longer made it cost effective to administer the rehabilitation programs, so County staff defunded all Rehabilitation Programs countywide. In addition, HUD had indicated that it was preferable that a larger percentage of CDBG monies be spent on Economic Development programs in order to assist with jumpstarting the economy. The County issued a CDBG Notice of Funding Availability (NOFA) for Economic Development. Staff worked with the Economic Development Collaborative of Ventura County (EDC-VC) in submitting two applications for programs that benefit Moorpark businesses directly. The City's FY 2011/12 funds were allocated to the EDC-VC for the Small Business Technical Assistance Program and the Small Business and Micro-Enterprise Loan Program. The EDC-VC has submitted applications for FY 2012/13 to continue funding these programs. The applications are attached to this report for Council's information. Although EDC-VC's applications total \$250,000, which is more than the City's non-public service project allocation, the remaining requested funds will come from the allocations of the other entitlement area cities that are benefitting from these services.

The remaining ranking recommendations are consistent with what the Council recommended for FY 2011/12, for those projects that re-applied for funding.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Approve the FY 2012/13 CDBG non-public service and public service project ranking recommendations and authorize staff to forward the recommendations to the County Executive Office for review.

ATTACHMENT

1. FY 2012-13 CDBG Project Ranking Recommendations
2. FY 2012-13 CDBG Applications
 - 2-1 EDC-VC Small Business Technical Assistance Program
 - 2-2 EDC-VC Small Business and Micro-Enterprise Loan Program

ATTACHMENT 1

FY 2012-13 CDBG Public Project Ranking Recommendations

Ranking of Public Project and Service Proposals for FY 2012-13

<u>Rank</u>	Non-Public Service Projects	Amount Requested+	Projected Moorpark Beneficiaries
1	Economic Development Collaborative - Ventura County <i>Small Business and Micro-Enterprise Loan Program</i>	\$170,000.00	6
2	Economic Development Collaborative - Ventura County <i>Small Business Technical Assistance Consulting Program</i>	\$80,000.00	13
<u>Rank</u>	Public Service Proposals		
1	Catholic Charities <i>Moorpark Community Services Center</i>	\$25,000.00	2,662
2	FOOD Share <i>Brown Bag for Seniors</i>	\$35,000.00	45
3	Long Term Care Services of Ventura County <i>Ombudsman Program</i>	\$40,000.00	130
4	Ventura County Human Services Agency <i>Homeless Services Program</i>	\$50,000.00	30
5	Ventura County Human Services Agency <i>RAIN TLC - Adult Phases Program</i>	\$59,360.00	3
6	Turning Point Foundation <i>Our Place Shelter</i>	\$10,000.00	2
7	People's Self Help Housing <i>Housing the Homeless</i>	\$10,000.00	1
8	Livingston Memorial Visiting Nurse Association <i>Subsidized Care</i>	\$12,500.00	54

+ The amount requested is for the entire county

ATTACHMENT 2

2-1:EDC–VC SMALL BUSINESS
TECHNICAL ASSISTANCE
PROPOSAL

2-2:EDC-VC SMALL BUSINESS
AND MICRO-ENTERPRISE
LOAN PROGRAM PROPOSAL

ATTACHMENT 2-1

COUNTY OF VENTURA ENTITLEMENT AREA FY 2012-13 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

ECONOMIC DEVELOPMENT PROJECT PROPOSAL

EDC-VC Proposal, December 6, 2011 Small Business Technical Assistance/Consulting Program

A. APPLICANT INFORMATION

1. Legal Name of Organization: Economic Development Collaborative-Ventura County
2. Mailing Address: 1601 Carmen Drive, Suite 215
City: Camarillo Zip: 93010
3. Executive Director Name & Title: Bruce Stenslie, President/CEO
4. Organization's Website Address: www.edc-vc.com
5. Organization's **DUNS #**: 014790229 and **Tax Payer ID #**: 77-0439585
6. Contact Person Name & Title for **Project** Questions: Bruce Stenslie, President/CEO
 - a. Phone: 805-384-1800, x24 FAX: 805-384-1805
 - b. E-mail Address: bruce.stenslie@edc-vc.com
7. Contact Person Name & Title for **Financial** Questions: Shalene Hayman, Controller
 - a. Phone: 805-384-1800 x21 FAX: 805-384-1805
 - b. E-mail Address: shalene@consulthayman.com, or shayman@edcsbdc.org
8. Type of Economic Development Project: Create/Retain Jobs Commercial Development
9. Number of Low/Mod Beneficiaries to be Served by the Project: 32
Cost-per-Beneficiary for this project (CDBG Request/CDBG Beneficiaries) = \$2,500.00
10. Title of Proposed Project: Small Business Technical Assistance/Consulting Program
 - a. Address/Service Area of Project: (See Budget, Table II, Attachment A, for funds by Sub-Area)
 - b. Amount Requested for this Project: \$80,000.00
 - c. Amount of Leveraged Funds Available for this Project: \$97,446.71
 - d. Total Project Cost (all sources): \$177,446.71

Note: The amounts for b, c, and d should equal the amounts in Section E. Project Budget/Leveraging.

B. PROJECT INFORMATION

Answer each of the following questions regarding your project. You may use more than the space provided for each question, but **the complete response for Section B is not to exceed three pages.**

1. NEED

Indicate the applicable CDBG program national objective that your project activity addresses.

Enter 1, 2, or 3 here: 1 and 3

1. Benefit low- and moderate-income persons,
3. Meet community development needs having a particular urgency.

Which of the following priority needs of the FY 2010 – FY 2012 Consolidated Plan does the proposed project address? Enter the code here:

ED-3, Small Business and Micro Enterprise Technical Assistance

Check if the proposed activity will:

- | | |
|---|---|
| <input type="checkbox"/> Help prevent homelessness? | <input type="checkbox"/> Help the homeless? |
| <input type="checkbox"/> Help those with HIV or AIDS? | <input type="checkbox"/> Help the disabled? |

In 500 words or less, provide a concise description of the proposed project. Indicate how it will address the priority need indicated above. Provide data such as demographics, reports, and/or other information to document the need for your specific project in the Entitlement Area.

The greatest threat to Ventura County's economic prosperity is our declining base of employment across a broad range of industry sectors. Ventura County is down 25,000 jobs since December 2007, nearly 10% of our economic base. Employment is our primary means for capital formation, for moving from poverty and dependency on public services to financial independence and quality of life.

To combat this loss and lack of jobs, this project leverages and invests in a service with demonstrated effectiveness, for direct, professional business advising and technical assistance, dedicated to business stabilization and growth, concentrated on job creation and retention outcomes. We secure results by deploying 30 professional consultants whose talents respond to business need. The project will benefit 32 low/moderate income workers at the cost effective rate of \$2,500 per job.

Our declining employment situation directly impacts low income residents, whose lower educational achievement and weaker labor market attachment results disproportionately in economic suffering. Labor market data published by the U.S. Bureau of Labor Statistics reveals that workers without a post-secondary degree suffer unemployment two to three times the rate of higher degreed workers (www.bls.gov/news.release/pdf/empsit.pdf, p.5).

Ventura County's unemployment rate is 9.8%, or 42,300 unemployed, with an estimated additional 14,000 under-employed and thousands more that have dropped out of the labor market, despairing for opportunity. As documented by the CA Labor Market Information Division (Attachment B) this unemployment is distributed throughout the proposed service region (low income data is from the Consolidated Plan): Fillmore, 13.5% or 900 unemployed, 2,119 low income households; Moorpark 9.2% or 1,700 unemployed, 2,343 low income households; Ojai 11.2% or 500 unemployed, 1,427 low income households; Port Hueneme 11.5% or 1,300 unemployed, 3,926 low income households; Santa Paula 16.1% or 2,400 unemployed, 4,737 low income households; and an estimated 1,600 unemployed workers in the County unincorporated area with as many as 5,700 low income households.

Our project is dedicated to job creation and retention, through direct technical assistance to business on finance, management, customer service, market, and other issues, improving their profitability.

Direct small business consulting is a proven model to accelerate job creation. This project leverages our existing U.S. Small Business Administration/Small Business Development Center resources, the nation's premier job creation tool. Our own track record of creating nearly 300 jobs in 2011, on an

investment of \$470,000 in cash resources, indicates an outcome of one job created per each \$1,700 invested. Our project target of one job created per \$2,500 invested is adjusted upward owing to the low/moderate income beneficiary and attendant higher barriers to employment.

This project leverages our existing partnerships with the City and County, whose economic development leads participate monthly in our Economic Development Roundtable, assuring that services are implemented in a coordinated manner.

PERFORMANCE MEASUREMENTS / OUTCOMES

The three program performance **outcome** categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Outcomes are **results** that are achieved through your project activities, not the activities themselves. **Please check only one box on this page that best applies to your project's outcomes and objectives.**

Outcome 1. Availability/Accessibility

This outcome applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low- and moderate-income people, including persons with disabilities.

Objective:

- Enhances the Living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

Outcome 2. Affordability

This outcome applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

Outcome 3. Sustainability/Promoting Livable or Viable Communities

This outcome applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

If this is a new project, describe how you will reach out to these beneficiaries?

This project is new to CDBG funding, though has been on-going through U.S. Small Business Administration and Workforce Investment Act resources, and initially funded by CDBG in mid 2011-12 (though the 2011-12 activities are just launching at the time of this application, in December 2011).

Our primary outreach strategy is direct-to-business—that is, the employers of low and moderate income workers—through consultant on-site visitation; through referrals by city staff; referrals by Chambers of Commerce and professional service organizations; referrals by business service providers; by business-to-business referral; print advertising, in the Ventura Star, the Pacific Coast Business Times and Acorn; through VCEDA and Chamber of Commerce newsletters; and by targeted radio campaign.

We will also organize and sponsor not less than five business workshops/seminars throughout the target region (specific topics will be developed in coordination with the cities and county and firms served). See Attachment C for sample newspaper advertisement and small business workshop flyer.

Our means of reaching low and moderate income workers is by working directly with businesses, for the goals of business retention and growth, resulting in opportunities for these businesses to hire and retain workers, contributing to their financial well-being through employment income and benefits.

How will people or conditions in the community change as a result of what you do?

We seek and intend and will document and report two primary outcomes:

- 1) We will increase the number of jobs throughout the service area and secure the retention of jobs at risk of layoff. The objective is improved economic opportunity through sustainable employment

income for 32 low/moderate income workers.

- 2) An estimated 20 businesses (out of 42 for which we provide in-depth consulting) will be the beneficiary of a documented milestone of improvement for their sustainability. Milestones include jobs created or retained, business access to capital, increase in sales and new business start-up.

How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Our existing Workforce Investment Board and Small Business Development Center funded projects require detailed tracking of employment outcomes at the small businesses we serve. We have existing tracking and reporting systems and dedicated staff to manage the documentation and follow-up. We will track and report monthly progress on total number of businesses served, total jobs created and retained for low and moderate income workers (*see Attachment D for sample forms*).

If the project has been funded before, what have been the primary accomplishments and challenges?

The project seeks to expand our WIB and SBDC funded services operating countywide. These existing programs have been successful in meeting overall regional goals for business assistance, job creation and retention, *but outreach into the target region business community has been a challenge owing to a lack of capacity to target services to specific geographic regions*. The proposed funding will provide the dedicated capacity to concentrate outreach services into the target communities, resulting in more business engagements and more jobs created and retained for low/moderate income workers.

2. COST

Describe how the overall project budget is cost effective and reasonable, as required by the Federal Office of Management and Budget (OMB) and HUD, for the anticipated result.

The project's estimated cost per outcome of \$2,500 per job created or retained far exceeds national CDBG standards of \$25,000 to \$30,000 per job created. CDBG funds will be matched at a ratio better than dollar-to-dollar by SBA, Small Business Development Center funds.

3. TIMELINESS/PROJECT READINESS

Identify the person(s) responsible for overall program administration and financial management of the activity. Indicate how many years of experience they have managing CDBG or other HUD programs.

Bruce Stenslie, President/CEO, has more than 4 years of experience in administering CDBG funded economic development funded programs and over 20 years' experience in program administration in workforce and economic development, managing programs funded through U.S. the Departments of Commerce, Labor and Health & Human Services.

Ray Bowman, Small Business Development Center Director, is a business veteran with over 25 years experience. He has started and operated his own firms, is an experienced consultant, trainer, and manager for SBDC offices. Ray teaches at the Community College level and has published widely on business and international trade. Bowman oversees the performance of small business services.

Kelly Noble, Project Manager/Office Manager: Noble has been with the EDC-VC for over eight years, serving as our small business program services Coordinator. Noble is an experienced business owner/entrepreneur and manages all day to day internal operations at EDC-VC.

Shalene Hayman, Controller: Hayman has served as the contract Controller for the EDC-VC since 2006, with over five years of CDBG reporting experience. She is the controller for United Way, Ojai Sanitary District, CAUSE and several other non-profits.

See Attachment E for résumés and for EDC-VC organizational chart.

Identify all other persons involved in the delivery of services for this activity, noting whether these positions are current or pending this award.

See Attachment F for roster of professional business consultants under contract and for Small Business services flyer. These consultants are ready and available for immediate service deployment.

Discuss the timeline for the project including dates for start and completion and other significant stages such as hiring staff or securing a site, as applicable to your project. Indicate if this project is ongoing in nature.

This project is up and running through U.S. SBDC funding so services funded by CDBG may begin immediately upon award and contract execution. The project will complete all goals by June 30, 2013. All staff and consultants necessary and appropriate to provide services are in place and ready to go.

If this project was funded last year and did not meet its goals or expend its full allocation, please explain why. Not applicable.

4. MANAGEMENT AND PAST EXPERIENCE

Describe your organization's experience. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

Organizational Structure and Leadership: Established in 1996, the EDC-VC is a regional, non-profit, public/private partnership. The EDC-VC Board of Directors (*see Attachment G*) includes elected officials from the county's ten cities, two members of the Ventura County Board of Supervisors, and a majority of private sector industry leaders. The EDC-VC hosts a monthly Economic Development Managers Roundtable, which includes the economic development professionals from each of the cities and county. The Roundtable focuses on best practices, the development of regional strategy, and the review and evaluation of outcomes of our economic development investments. The County and cities are all closely held partners of the EDC-VC, as annual dues paying members, investors in our small business services, and members of our Economic Developers Roundtable.

The EDC-VC has continuously and successfully provided small business consulting services throughout the County since 2001. In current and prior contracts with the County Workforce Investment Board and U.S. SBA we have met all performance measures. We have met prescribed performance measures for our Department of Commerce Revolving Loan Programs (as measured by default rates, jobs created) and CDBG funded loan program with the City of Ventura (default rates, jobs created).

5. COLLABORATION

Identify any other agencies/partners in this activity and define the roles and responsibilities of these partners.

Our primary collaborators are the cities of Ventura County, who serve on our Board of Directors and participate through staff in our Economic Developers Roundtable. This assures that our services are implemented in a complementary and coordinated manner with the cities and county. Another key partner is the Ventura County Workforce Investment Board (WIB) and Job & Career Centers. We have been a contract partner with the WIB continuously for 11 years, providing small business consulting for the purpose of job retention and job creation.

This proposed program leverages our U.S. Small Business Administration SBDC program, which not only augments our funding, but facilitates partnership with the region's banking institutions, helping assure that we are networked with the region's financial and lending networks.

If you have no collaborative partners explain how you propose to coordinate your services with other community agencies in order to leverage resources. See response to question above.

C. HUD REQUIRED BENEFICIARY INFORMATION

1. **Income Eligibility** – Indicate how your organization verifies **income eligibility** of clients.

Be sure to provide the documentation indicated for your selection(s)

<p>Area of Benefit. Project service area has been identified and determined to be statistically low-income based on the 2000 Census. If you use this method, provide all Census Tracts and Block Groups served by your project and a calculation of the low-income percentage. <u>Attach a map.*</u></p>	
<p>Self Certification. Clients independently “self-certify” on a membership form, intake form, etc. If you use this method, <u>See Attachment D*</u></p>	
<p>Client Document Review. Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. If you use this method, please <u>attach worksheet.*</u></p>	
<p>Presumed Beneficiaries. Clients served are <u>primarily and specifically</u> from one of the following groups: abused children, battered spouses, elderly persons (62 years of age or older), illiterate persons, migrant farm workers, handicapped individuals, homeless persons, persons with AIDS. <u>If you use this method, please indicate which group.*</u></p>	
<p>Other. Survey, other documentation (required documentation for other governmental programs, etc.). <u>Please explain on a separate page.*</u></p>	

2. **Race and Ethnicity** – The Federal Office of Management and Budget (OMB required implementation by December 31, 2002, of the data collection standards for federal grant recipients as described in the instructions.

PROVIDE A COPY OF YOUR PROGRAM’S “ELIGIBILITY” FORM.

***A copy of our small business service intake and milestone documentation forms are attached, along with a copy of our CDBG form for documenting worker low/moderate income status, race and ethnicity. See Attachment D.**

3. Location of Beneficiaries

Indicate the beneficiaries to be served according to the geographic area to be covered.

Information Requested (Beneficiaries are all Persons)	Total Number of Beneficiaries Estimated to be Served FY 2011-12	Total Number of Beneficiaries Estimated to be Served FY 2012-13	Low/Mod Income Beneficiaries Estimated to be Served FY 2012-13
Camarillo			
Fillmore	4	3	3
Moorpark	18	13	13
Ojai		3	3
Oxnard			
Port Hueneme		3	3
San Buenaventura			
Santa Paula	6	4	4
Simi Valley			
Thousand Oaks			
Unincorporated Area (Casitas Springs, Oak View, Meiners Oaks, Mira Monte, Ojai East End, El Rio, Saticoy, Newbury Park, Oak Park, Piru, etc.)	2	6	6
Other, outside Ventura County, or unknown			
TOTAL	30 P	32 P	32 P

Indicate the source of your information:

Data for the definition of eligible worker beneficiaries is through the County Consolidated Plan.

Method of service is small business counseling and dissemination of information through workshops (60 businesses) and direct provision of technical assistance (42 businesses). Outcomes will benefit 32 low/moderate income workers, assisted through job creation (24 jobs created) and job retention (8 at-risk jobs retained). Of these jobs, we estimate 26 will be full-time, 6 part-time.

See Budget Table II for distribution/source of funds from throughout service area.

Documentation will be collected and reported on workers hired and retained, relative to low/mod income eligibility.

4. Economic Development Beneficiaries

Type 1 and Type 2: Financial or Technical Assistance

Indicate if jobs will be: (Check one)	Created	Retained (not lost)
	24	8
Indicate the number of full time jobs anticipated:	Total # of Jobs	# of L/M Jobs
	26	22
Indicate the number of part time jobs anticipated:	Total # of Jobs	# of L/M Jobs
	6	4

Type 1: Financial Assistance

Total number of businesses to be assisted (DUNS number required at time of assistance). No direct financial assistance is offered under this program activity.	Businesses
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2: Technical Assistance

Total number of businesses to be counseled (i.e., introductory session, informational meeting, etc.). Data for the definition of eligible worker beneficiaries is through the County Consolidated Plan. Method of service is small business counseling and dissemination of information through workshops (60 businesses) and direct provision of technical assistance (42 businesses). Outcomes will be 32 low/moderate income workers assisted through job creation (24 jobs created) and job retention (8 at-risk jobs retained). Documentation will be collected and reported on workers hired and retained, relative to low/mod income eligibility.	Businesses
Number of businesses to be provided technical assistance (DUNS number required at time of assistance). As noted above, an estimated 42 businesses will receive in-depth business advisory and counseling services, such that a complete intake and follow-up documentation will be gathered relative to outcomes/milestones achieved. All businesses for which we record a job created or retained will be included in this number.	Businesses

5. Data to be Collected for Quarterly and Annual Reporting

Expected to create*	Number of FT Jobs		Number of PT Jobs	
	Total Full-Time	Number of L/M	Total Part-Time	Hours L/M Jobs

Actually created*	Number of FT Jobs		Number of PT Jobs	
	Total Full-Time	Number of L/M	Total Part-Time	Hours L/M Jobs

*If jobs have been retained (kept from being lost), please use separate form for the above information.

Number of jobs with employer sponsored health care benefits: _____

Number unemployed prior to taking jobs created: _____

Indicate the Number of Jobs Created by Type and if those jobs were filled by L/M individuals:

Position Type	# Jobs	L/M	Position Type	# Jobs	L/M
Officials and Managers			Craft Workers (skilled)		
Professional			Operatives (semi-skilled)		
Technicians			Laborers (unskilled)		
Sales			Service Workers		
Office and Clerical			Other - SPECIFY BELOW*		

*Provide specific titles of jobs created and indicate if they were filled by L/M individuals.

Position Type	# Jobs	L/M	Position Type	# Jobs	L/M

Annual Report Form for Businesses

Number of New businesses assisted: _____

Number of Existing businesses assisted: _____

Number of Existing businesses expanding: _____

Number of Existing businesses relocating: _____

Number of businesses assisted:

With commercial façade treatment/business building rehabilitation _____

That provide goods or services to meet the needs of a service area, neighborhood, or community: _____

Duns Number for each business assisted (use additional sheet if necessary):

D. ORGANIZATIONAL CAPACITY

This section is to be completed by all non-governmental applicants.

HUD Grant Experience for the past **three** years.

HUD Grant Program	Purpose of Grant	Date(s) Obtained	Funding Amount
City of Ventura	Microenterprise loans	7/1/09	\$200,000
City of Ventura	Microenterprise loans	7/1/10	\$200,000
City of Ventura	Microenterprise loans	7/1/11	\$177,000
County of Ventura	Micro loans & Small Biz T.A.	11/2011	\$233,599

Fiscal Year and Audit Reports *A copy of our most recent single audit, for the period January 1, 2010 through December 31, 2010, has been submitted with this proposal.* The audit includes an unqualified opinion and no findings or recommendations, no unresolved prior year(s) issues.

What is your agency's fiscal year?	January 1 – Dec. 31
Date of your organization's most recently completed audit. (Month/Year)	May 2011
What fiscal year did this most recent audit include? (Month/Year - Month/Year)	1/1/10 – 12/31/10
Was this audit conducted in compliance with the Single Audit Act? (Yes or No)	Yes
Are there any outstanding audit findings which remain unresolved? If yes, please attach explanation.	No

Financial Management - Refer to the Application Instructions for a list of mandatory federal requirements for management of CDBG funds.

As indicated in our annual single audit, we are in compliance with OMB Circulars A-110, A-122, A-133.

Organizational Structure

Documents to Be Attached by Non-Profit and For-Profit Organizations	
Articles of Incorporation and Bylaws	Att. H
Organization Chart	Att. E
List of the Board of Directors	Att. G
Non-Profit Determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board (Form 501.3.c)	Att. H

Insurance Documentation - All applicants, except County of Ventura Agencies, must submit a copy of current insurance coverage (General Liability, Automobile, Worker's Compensation, etc.) **with this application.** If funded, an updated insurance policy will be required with the County of Ventura listed as "additionally insured." See Attachment I.

Is this a "faith-based" organization? * Yes or No

*Generally, a faith-based organization was founded or is inspired by faith or religion.

E. PROJECT BUDGET /LEVERAGING

Projects that receive an award of CDBG funding are often awarded less than the amount originally requested. Discuss below whether your proposed activity could be undertaken with a reduced commitment of funding and if so, highlight how that would affect the scope of services you are proposing.

The proposed project remains viable with a lower amount of funding, though outcomes (as calculated on dollar cost per outcome) would be reduced proportionally.

Should the reduced funding not fall lower than an estimated 60% to 70% of that proposed, the scope of activity and cost per outcome of services would *not* change. We would continue with a complete program of direct small business consulting, small business workshops/seminars, and direct on-site business outreach to disseminate information about the available services, essentially still maintaining outcomes at the proposed ratio of jobs created/retained at a cost of \$2,500 each.

Should the total amount of funding fall below a certain threshold—estimated at 60% to 70% of the proposed amount—we would have to re-evaluate which of the service components may no longer be viable (that is, we may more significantly reduce or drop the workshop/seminar component) and the cost per outcome would also increase, though in no instance exceeding \$5,000 per outcome of job created/retained.

Identify sources of leveraged funding, including in-kind match, for this activity in the Tables referenced below. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, in-kind amount for volunteers, staff time, etc.).

See Attachment A. All identified matching and leveraged funding is pledged through existing U.S. Small Business Administration/Small Business Development Center resources.

1. Current Year Project Funding

Submit TABLE I. Economic Development Project Adopted Budget for FY 2011-12 Form to provide details specific to a related project from fiscal year 2011-2012 ONLY; NOT the budget for your entire Agency or program. A copy of this file is included at the end of this application. The **Excel File** is available on the Community Development website.

See Attachment A, 2011-12 CDBG program budget.

2. Anticipated Project Funding

Briefly describe what this grant will pay for in the space below. If your program includes more than one component (i.e. emergency shelter, transitional housing, day care center, job training, transportation), which specific component(s) will be paid for with the requested CDBG funds?

This grant will pay for job creation and retention services and outcomes as part of a targeted economic development strategy.

The proposed method of service is one-on-one small business counseling/advising and technical assistance (42 businesses), dissemination of information through workshops (60 businesses) and additional direct on-site business outreach for the sharing of program information and recruitment of businesses for participation in the workshops and one-on-one counseling.

The outcomes will be 32 low/moderate income workers assisted through job creation (24 jobs created) and job retention (8 at-risk jobs retained). Of these jobs, 26 will be full-time, 6 part-time.

Expenditures are for:

- direct counseling hours for one-on-one small business advising;
- the development and provision of not less than five workshops/seminars (up to three hours each) for groups of small businesses;
- direct on-site business outreach and information sharing;
- printed and published outreach materials, mailings and professional capacity for the development and implementation of an outreach strategy to businesses;
- dedicated staff capacity for program oversight, program and fiscal management, reporting and documentation of outcomes.

Submit TABLE II. Economic Development Project Proposed Budget for FY 2012-13 Form to provide detail **specific to this project ONLY**; NOT the budget for your entire Agency or program. Describe other funding identified for this project and when it will be secured. If requesting funding for staffing, complete the “**Detail of Personnel Wages**” section. Indicate the staff person able to answer questions regarding this budget in the space provided for **Budget Estimator**. A copy of this file is included at the end of this section and the **Excel File** is available on the Community Development website.

See Attachment A to this proposal for the budget table.

F. AGENCY CERTIFICATIONS

The following certification **must** be completed and signed **by an authorized agency representative** to be further considered for HUD program funding.

The undersigned agency hereby certifies that:

- a. The information contained herein and in the attached is complete and accurate. No material information has been omitted, including financial information.

[U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, or caused to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid. HUD will prosecute false claims and statements and conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)].

- b. The agency certifies to the best of its knowledge and belief that its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency.
- c. The agency shall comply with all federal and County policies and requirements applicable to the CDBG program as appropriate for the funding if received.
- d. The federal assistance made available through the CDBG program funding is not being utilized to substantially reduce the prior levels of local financial support for community development activities.
- e. If CDBG funds are approved for a facility:
 - i. The agency shall maintain and operate the facility for its approved use for a period of not less than 5 years, unless given specific approval from HUD to do otherwise;
 - ii. To the best of your knowledge, sufficient funds will be available to complete the project as proposed; and
 - iii. To the best of your knowledge, sufficient funds will be available to operate the project for 5 years.

Economic Development Collaborative – Ventura County	
Name of Agency	
Bruce Stenslie, President/CEO	
Typed Name and Title of Agency Official	
	December 6, 2011
Agency Official's Signature	Date of Signature
805-384-1800 x24 (office) 805-794-0455 (mobile)	bruce.stenslie@edc-vc.com
Telephone Number of Agency Official	e-Mail Address of Agency Official

**Economic Development Collaborative-Ventura County (EDC-VC)
Response to
County of Ventura Entitlement Area CDBG RFP, Economic Development
Proposed Small Business Technical Assistance/Consulting Program**

Attachments:

- Attachment A: Tables I (2011-12) and II (2012-13), Project Budget Spreadsheets
- Attachment B: Monthly Labor Force Data, Ventura County and Cities, October 2011, Published November 18, 2011, CA Employment Development Department
- Attachment C: Sample Newspaper Advertisement Promoting EDC-VC and Small Business Development Center Services; Sample Flyer for Small Business Workshop and Forum
- Attachment D: EDC-VC Small Business Intake Forms; EDC-VC CDBG Eligibility, Client Income/Race/ Ethnicity Documentation Form
- Attachment E: EDC-VC Résumés for Project Staff & Organization Chart
- Attachment F: EDC-VC Small Business Consultant Roster & Small Business Development Center Flyer
- Attachment G: EDC-VC Board of Directors Roster
- Attachment H: IRS 501(c)(3) Letter, EDC-VC Bylaws & Articles of Incorporation
- Attachment I: Insurance and Workers' Compensation Coverage Documentation
-
- Submitted, One Copy:** Fiscal Year/Calendar Year 2010 Final Single Audit

ATTACHMENT A

**Tables I (2011-12) and II (2012-13),
Project budget Spreadsheets**

TABLE I - ECONOMIC DEVELOPMENT PROJECT ADOPTED BUDGET FY 2011-2012

Project Title: Moorpark/Santa Clara Vly Small Business Consulting & Loan Programs Applicant: Economic Development Collaborative-Ventura County
 (Consolidates separately proposed consulting and lending programs, final adjusted budget estimates)

Budget Categories	Project Cost Estimates	County CDBG Funds		Applicant's Funds		1. U.S. SBA, SBDC		2. U.S. Dept. of Commerce, EDA		3. Other	
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
Personnel Wages (provide detail below)	\$42,344.86	\$17,344.86	P	\$25,000.00	C	\$17,000.00	C	\$8,000.00	C		
Personnel Benefits	\$11,856.56	\$4,856.56	P	\$7,000.00	C	\$4,750.00	C	\$2,240.00	C		
Consultant/Contract Services	\$18,615.16	\$9,307.58	P	\$9,307.58	C	\$7,307.58	C	\$2,000.00	C		
Travel, mileage	\$1,200.00	\$600.00	P	\$600.00	C	\$400.00	C	\$200.00	C		
Office Expenses:	\$2,400.00	\$1,200.00	P	\$1,200.00	C	\$900.00	C	\$300.00	C		
Rent	\$7,000.00	\$3,500.00	P	\$3,500.00	C	\$2,600.00	C	\$900.00	C		
Insurance	\$1,600.00	\$800.00	P	\$800.00	C	\$600.00	C	\$200.00	C		
Utilities	\$1,800.00	\$900.00	P	\$900.00	C	\$650.00	C	\$250.00	C		
Equipment (Rental, lease, purchase)	\$1,700.00	\$850.00	P	\$850.00	C	\$625.00	C	\$225.00	C		
Supplies, printing, postage	\$2,000.00	\$1,000.00	P	\$1,000.00	C	\$750.00	C	\$250.00	C		
Client Services (describe below)											
small business consulting	\$88,000.00	\$34,000.00	P	\$34,000.00	C	\$34,000.00	G				
Loan Capital	\$269,500.00	\$149,500.00	P	\$110,000.00	C			\$115,000.00	C		
Other Expenses (describe below)											
small biz workshops	\$16,400.00	\$8,200.00	P	\$8,200.00	C	\$8,200.00	C				
annual audit, alloc share	\$3,000.00	\$1,500.00	P	\$1,500.00	C	\$750.00	C	\$750.00	C		
Total	\$437,416.58	\$233,559.00		\$203,857.58		\$78,542.58		\$130,315.00			

Status*:
 C = Committed Funds
 P = Funds that have been applied for & decision is pending
 N = Funds that have not yet been requested

Detail of Personnel Wages		Time on Project (hours)	Rate of Pay (\$)	CDBG Funds being Requested (\$)
Position / Title				
Bruce Stenslie, President/CEO	2 hrs/week	62.50/hr		\$2,437.50
Joe Palmer, Loan Officer	8 hrs/week	36.41/hr		\$5,679.96
Kelly Noble, Program Coordinator	4 hrs/week	26.00/hr		\$2,028.00
Ray Bowman, SBDC Director	8 hrs/week	46.15/hr		\$7,199.40
Total				\$17,344.86

Budget Estimator:
 Name: Bruce Stenslie
 Title: President/CEO
 Phone Number: 805-384-1800 x24

TABLE II - ECONOMIC DEVELOPMENT PROJECT PROPOSED BUDGET FY 2012-2013

Project Title: Small Business Technical Assistance and Consulting Program Applicant: Economic Development Collaborative-Ventura County

Budget Categories	Project Cost Estimates	County CDBG Funds		Applicant's Funds		Sources of Funds			
		Amount	Status*	Amount	Status*	1. All Applicant funds are U.S. SBA/SBDC, committed	2. Other Amount	3. Other Amount	Status*
Personnel Wages (provide detail below)	\$56,270.24	\$21,320.00	P	\$34,950.24	C				
Personnel Benefits (28%)	\$15,755.67	\$5,969.60	P	\$9,786.07	C				
Consult/Contr Svc (Controller, Outrch)	\$15,600.00	\$7,800.00	P	\$7,800.00	C				
Travel, mileage	\$2,200.00	\$1,100.00	P	\$1,100.00	C				
Office Exp: postage, tech.	\$2,200.00	\$1,100.00	P	\$1,100.00	C				
Rent	\$8,000.00	\$4,000.00	P	\$4,000.00	C				
Insurance	\$1,600.00	\$800.00	P	\$800.00	C				
Utilities (includes telecom)	\$1,700.00	\$850.00	P	\$850.00	C				
Equipment (Rental, lease, purchase)	\$1,500.00	\$750.00	P	\$750.00	C				
Supplies, printing, postage	\$1,800.00	\$900.00	P	\$900.00	C				
Client Services (describe below)	\$68,520.80	\$34,260.40	P	\$34,260.40	C				
biz consulting (40% of budget) & trng									
Other Expenses (describe below)	\$2,300.00	\$1,150.00	P	\$1,150.00	C				
Annual Audit, alloc share									
Total	\$177,446.71	\$80,000.00		\$97,446.71					

Status*:
 C = Committed Funds
 P = Funds that have been applied for & decision is pending
 N = Funds that have not yet been requested

Proposal anticipates CDBG funding from the following County areas:
 Fillmore \$7,500.00
 Moorpark \$32,000.00
 Ojai \$7,500.00
 Port Huemene \$7,500.00
 Santa Paula \$7,500.00
 County Uninc. \$18,000.00
 Total: \$80,000.00

Detail of Personnel Wages	Time on Project (hours)	Rate of Pay (\$)	CDBG Funds being Requested (\$)
Position / Title			
Bruce Stenslie, President/CEO	4 hrs/week	65.53/hr	in-kind
Ray Bowman, SBDC Director	10 hrs/week	47.00/hr	\$12,220.00
Kelly Noble, Program Coordinator	10 hrs/week	27.00/hr	\$7,020.00
Jason Ham	4 hrs/week	20.00/hr	\$2,080.00
Shalene Hayman (Controller, contract)			
Total			\$21,320.00

Budget Estimator:

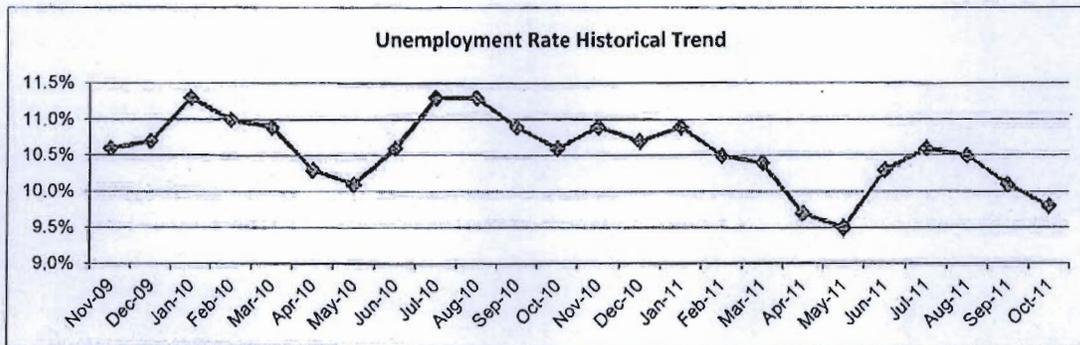
Name: Bruce Stenslie
 Title: President/CEO
 Phone Number: 805-384-1800 x24; 805-794-0455 (mobile)

ATTACHMENT B

**Monthly Labor Force Data, Ventura County and Cities,
October 2011, Published November 18, 2011, CA
Employment Development Department**

IMMEDIATE RELEASE
 OXNARD-THOUSAND OAKS-VENTURA METROPOLITAN STATISTICAL AREA (MSA)
 (Ventura County)

The unemployment rate in the Ventura County was 9.8 percent in October 2011, down from a revised 10.1 percent in September 2011, and below the year-ago estimate of 10.6 percent. This compares with an unadjusted unemployment rate of 11.2 percent for California and 8.5 percent for the nation during the same period.



Industry	Sep-2011	Oct-2011	Change	Oct-2010	Oct-2011	Change
	Revised	Prelim			Prelim	
Total, All Industries	296,900	300,000	3,100	298,100	300,000	1,900
Total Farm	21,300	24,100	2,800	24,600	24,100	(500)
Total Nonfarm	275,600	275,900	300	273,500	275,900	2,400
Mining and Logging	1,300	1,200	(100)	1,300	1,200	(100)
Construction	10,800	10,500	(300)	11,300	10,500	(800)
Manufacturing	32,200	32,100	(100)	31,700	32,100	400
Trade, Transportation & Utilities	52,300	52,700	400	52,700	52,700	0
Information	5,300	5,300	0	5,200	5,300	100
Financial Activities	20,400	20,600	200	20,400	20,600	200
Professional & Business Services	38,500	37,500	(1,000)	35,800	37,500	1,700
Educational & Health Services	32,200	32,400	200	33,200	32,400	(800)
Leisure & Hospitality	31,400	31,000	(400)	30,600	31,000	400
Other Services	8,700	8,600	(100)	8,900	8,600	(300)
Government	42,500	44,000	1,500	42,400	44,000	1,600

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov

Oxnard Thousand Oaks Ventura MSA
(Ventura County)
Industry Employment & Labor Force
March 2010 Benchmark

Data Not Seasonally Adjusted

	Oct 10	Aug 11	Sep 11 Revised	Oct 11 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	429,400	424,900	427,400	430,400	0.7%	0.2%
Civilian Employment	384,000	380,200	384,300	388,000	1.0%	1.0%
Civilian Unemployment	45,400	44,800	43,100	42,300	-1.9%	-6.8%
Civilian Unemployment Rate	10.6%	10.5%	10.1%	9.8%		
(CA Unemployment Rate)	12.1%	11.9%	11.4%	11.2%		
(U.S. Unemployment Rate)	9.0%	9.1%	8.8%	8.5%		
Total, All Industries (2)	298,100	294,500	296,900	300,000	1.0%	0.6%
Total Farm	24,600	21,500	21,300	24,100	13.1%	-2.0%
Total Nonfarm	273,500	273,000	275,600	275,900	0.1%	0.9%
Total Private	231,100	231,700	233,100	231,900	-0.5%	0.3%
Goods Producing	44,300	44,600	44,300	43,800	-1.1%	-1.1%
Mining and Logging	1,300	1,300	1,300	1,200	-7.7%	-7.7%
Construction	11,300	10,800	10,800	10,500	-2.8%	-7.1%
Specialty Trade Contractors	7,800	7,600	7,600	7,300	-3.9%	-6.4%
Construction - Residual	3,500	3,200	3,200	3,200	0.0%	-8.6%
Manufacturing	31,700	32,500	32,200	32,100	-0.3%	1.3%
Durable Goods	19,700	20,000	19,700	19,000	-3.6%	-3.6%
Computer & Electronic Product Manufacturing	7,200	7,300	7,300	7,000	-4.1%	-2.8%
Durable Goods - Residual	12,500	12,700	12,400	12,000	-3.2%	-4.0%
Nondurable Goods	12,000	12,500	12,500	13,100	4.8%	9.2%
Non-Durable Goods - Residual	4,400	4,900	5,100	5,800	13.7%	31.8%
Chemical Manufacturing	7,600	7,600	7,400	7,300	-1.4%	-3.9%
Service Providing	229,200	228,400	231,300	232,100	0.3%	1.3%
Private Service Producing	186,800	187,100	188,800	188,100	-0.4%	0.7%
Trade, Transportation & Utilities	52,700	52,500	52,300	52,700	0.8%	0.0%
Wholesale Trade	12,000	12,300	12,100	12,200	0.8%	1.7%
Retail Trade	35,300	34,800	34,700	35,000	0.9%	-0.8%
Food & Beverage Stores	7,500	7,500	7,500	7,500	0.0%	0.0%
Clothing & Clothing Accessories Stores	4,500	4,500	4,500	4,600	2.2%	2.2%
General Merchandise Stores	6,200	6,200	6,200	6,400	3.2%	3.2%
Retail Trade - Residual	17,100	16,600	16,500	16,500	0.0%	-3.5%
Transportation, Warehousing & Utilities	5,400	5,400	5,500	5,500	0.0%	1.9%
Transportation & Warehousing	4,300	4,300	4,300	4,300	0.0%	0.0%
Transportation, Warehousing, and Utilities - Res	1,100	1,100	1,200	1,200	0.0%	9.1%
Information	5,200	5,300	5,300	5,300	0.0%	1.9%
Information - Residual	3,100	3,300	3,300	3,300	0.0%	6.5%
Telecommunications	2,100	2,000	2,000	2,000	0.0%	-4.8%
Financial Activities	20,400	20,500	20,400	20,600	1.0%	1.0%
Finance & Insurance	16,400	16,500	16,500	16,700	1.2%	1.8%
Finance and Insurance - Residual	800	800	700	900	28.6%	12.5%
Credit Intermediation & Related Activities	9,200	9,300	9,400	9,400	0.0%	2.2%
Insurance Carriers & Related	6,400	6,400	6,400	6,400	0.0%	0.0%
Real Estate & Rental & Leasing	4,000	4,000	3,900	3,900	0.0%	-2.5%
Professional & Business Services	35,800	36,400	38,500	37,500	-2.6%	4.7%
Professional, Scientific & Technical Services	15,500	15,400	16,200	15,400	-4.9%	-0.6%
Management of Companies & Enterprises	2,600	2,600	2,700	2,600	-3.7%	0.0%
Administrative & Support & Waste Services	17,700	18,400	19,600	19,500	-0.5%	10.2%
Administrative & Support Services	17,000	17,700	18,800	18,800	0.0%	10.6%
Employment Services	7,000	8,100	8,900	8,900	0.0%	15.6%
Administrative and Support Services - Residu	9,300	9,600	9,900	9,900	0.0%	6.5%
Administrative and Support and Waste Manage	700	700	800	700	-12.5%	0.0%
Educational & Health Services	33,200	31,900	32,200	32,400	0.6%	-2.4%
Leisure & Hospitality	30,600	31,900	31,400	31,000	-1.3%	1.3%
Accommodation & Food Services	25,900	26,700	26,600	26,500	-0.4%	2.3%
Leisure and Hospitality - Residual	4,700	5,200	4,800	4,500	-6.3%	-4.3%
Other Services	8,900	8,600	8,700	8,600	-1.1%	-3.4%

Data Not Seasonally Adjusted

	Oct 10	Aug 11	Sep 11 Revised	Oct 11 Prelim	Percent Change	
					Month	Year
Government	42,400	41,300	42,500	44,000	3.5%	3.8%
Federal Government	7,300	7,100	7,000	7,000	0.0%	-4.1%
Federal Government excluding Department of Defense	2,400	2,300	2,300	2,300	0.0%	-4.2%
Department of Defense	4,900	4,800	4,700	4,700	0.0%	-4.1%
State & Local Government	35,100	34,200	35,500	37,000	4.2%	5.4%
State Government	2,600	2,600	2,700	2,700	0.0%	3.8%
State Government Education	900	800	900	900	0.0%	0.0%
State Government Excluding Education	1,700	1,800	1,800	1,800	0.0%	5.9%
Local Government	32,500	31,600	32,800	34,300	4.6%	5.5%
Local Government Education	17,600	16,500	18,000	19,500	8.3%	10.8%
County	8,500	8,500	8,500	8,500	0.0%	0.0%
City	4,400	4,300	4,200	4,300	2.4%	-2.3%
Special Districts plus Indian Tribes	2,000	2,300	2,100	2,000	-4.8%	0.0%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Emerson Figueroa 818/897-0839 or Juan Millan 818/890-1756

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

#####

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 October 2011 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Ventura County	430,400	388,000	42,300	9.8%	1.000000	1.000000
Camarillo city	31,700	29,500	2,200	7.0%	0.075910	0.052662
Casa Conejo CDP	1,900	1,800	100	7.8%	0.004564	0.003511
Channel Islands Beach CDP	2,400	2,100	300	12.6%	0.005315	0.007022
El Rio CDP	2,800	2,700	100	5.3%	0.006846	0.003511
Fillmore city	6,800	5,900	900	13.5%	0.015107	0.021650
Meiners Oaks CDP	2,300	2,100	200	10.6%	0.005402	0.005851
Mira Monte CDP	3,800	3,400	400	10.5%	0.008723	0.009362
Moorpark city	18,600	16,900	1,700	9.2%	0.043588	0.040374
Oak Park CDP	1,600	1,500	100	6.3%	0.003813	0.002341
Oak View CDP	2,600	2,300	300	13.2%	0.005893	0.008192
Ojai city	4,200	3,700	500	11.2%	0.009590	0.011118
Oxnard city	90,400	78,400	12,000	13.3%	0.201964	0.284377
Piru CDP	600	500	100	17.0%	0.001242	0.002341
Port Hueneme city	11,000	9,700	1,300	11.5%	0.025014	0.029842
San Buenaventura (Ventura) cit	61,000	55,600	5,400	8.9%	0.143299	0.128145
Santa Paula city	14,900	12,500	2,400	16.1%	0.032236	0.056758
Simi Valley city	69,300	63,700	5,600	8.1%	0.164183	0.132826
Thousand Oaks city	70,800	65,400	5,400	7.6%	0.168515	0.127560

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

Data Not Seasonally Adjusted

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios Emp	Unemp
-----------	----------------	-----------------	------------------------	------	----------------------	-------

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

ATTACHMENT C

**Sample Newspaper Advertisement Promoting EDC-VC
and Small Business Development Center Services;
Sample Flyer for Small Business workshop and Forum**

Keep your business going and growing

Check out
EDC-VC's Small Business
Development
Center's Export Initiative.
 Visit www.edc-vc.com
 for more info.



The Small Business Development Center at EDC-VC is here to help you succeed with free or low-cost consultations and training on a wide range of topics:

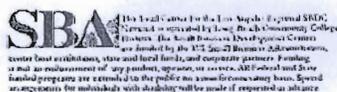
- Business plans
- Capital sourcing
- Government contracting and procurement
- Financing/Loan packaging assistance
- Human resources
- Legal issues
- Start-up assistance
- Marketing/Sales
- International trade
- Managing a business
- Technology
- Turn-around assistance
- e-commerce/Social media

EDC-VC also supports your business with these programs:

- Manufacturing Outreach Program
- G.E.T. Trade, the how-to on international trade
- Revolving Loan Fund
- Community Investment Loan Fund
- Business Loan Fund
- City of Ventura Business Assistance Program
- City of Simi Valley Business Assistance Program

For information in Ventura County: 805-384-1800 or kelly.noble@edc-vc.com, or visit www.edc-vc.com;
 in Santa Barbara County: 805-892-3643 or info@sbcountysbdc.org, or visit www.sbcountysbdc.org.

For a workshop and training calendar in Ventura County: www.edcsbdc.org;
 Santa Barbara County: www.sbcountysbdc.org.





FREE BUSINESS & INFORMATION FORUM
STRENGTHENING BUSINESSES

GOVERNMENT SUBCONTRACTING

Date:
December 14, 2010

Place:
**Ventura City Hall
Community Room
501 Poli Street, Ventura**

Time:
8:30 a.m.
Registration/Networking

9:00 a.m. to 12:00 p.m.
Forum

R.S.V.P.
Mary Anne Rooney
EDC/SBDC
(805) 384-1800 x25
gettradeinfo@edc-vc.com

Deadline to register is
December 10, 2010

Photo Courtesy of JIMS USA

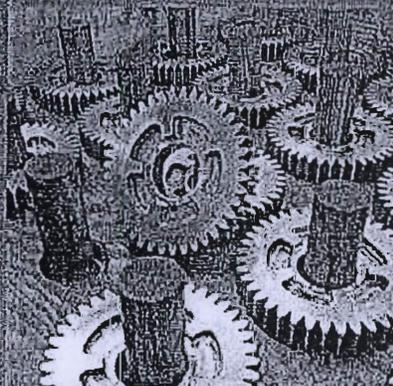


Photo courtesy of Melssner Filtration

WORKSHOP INCLUDES:

BASICS FOR PRIME CONTRACTORS & SUBCONTRACTORS

Discussion includes: obtaining consent, project management and controls, subcontract administration, marketing to prime contractors, common errors, and payment issues.

Presented by the Federal Technology Center



Presented by the City of Ventura in
collaboration with the EDC Small Business
Development Center.



Resources available
at low or no cost from
the SBDC:

- Access to Capital
- Business Consultation
- Business Assessments
- Customized Training
- International Trade
- Energy Efficiency
- Job Retention

Plus much more...

**ATTEND THIS FREE INFORMATION FORUM DESIGNED TO
STRENGTHEN YOUR BOTTOM LINE**

CLIENT INFORMATION

Dr. Mr. Miss Mrs. Ms.

First Name		Middle Initial	Last Name	
Home #	Cell #	Work #	Fax #	
E-Mail				
Address				
City		State	Zip	County

GENDER

Male Female

ETHNIC GROUP

- Asian
- Black/African-American
- Native American/Alaskan Native
- Native Hawaiian/Pacific Islander
- White
- Hispanic origin
- Not of Hispanic origin

BUSINESS CERTIFICATIONS

- Certified SDB or SBA 8(a) Small Business
- Disadvantaged Small Business
- Large
- Minority-owned Small Business
- Woman-owned Small Business
- Other Small Business

DO YOU CONDUCT BUSINESS ONLINE?

Yes No

TYPE OF BUSINESS

- | | | |
|---|--|--|
| <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Administration and Support |
| <input type="checkbox"/> Import/Export | <input type="checkbox"/> Finance and Insurance | <input type="checkbox"/> Arts/Entertainment/Recreation |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Public Administration | <input type="checkbox"/> Accommodation/Food Services |
| <input type="checkbox"/> Educational Services | <input type="checkbox"/> Transportation/Warehousing | <input type="checkbox"/> Real Estate/Rental/Leasing |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Health Care/Social Assistance | <input type="checkbox"/> Waste Management/Remediation Services |
| <input type="checkbox"/> Information | <input type="checkbox"/> Professional/Scientific/Tech Services | <input type="checkbox"/> Enterprise or Company Management |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Agriculture/Forestry/Fishing/Hunting | <input type="checkbox"/> Other services (except Public Administration) |
| <input type="checkbox"/> Utilities | <input type="checkbox"/> Green/Sustainable | |

INDUSTRY CLASSIFICATION CODE

- Standard Industrial Classification (SIC): _____
- North American Industry Classification System (NAICS): _____

BUSINESS OWNERSHIP (company gender)

- Male
- Female (more than 50% female-owned)
- Male/Female

COMPANY STATUS

- Pre-venture
- Start-up: In business less than 12 mos.; Date established: ___/___/___
- In business more than 12 mos.; Date established: ___/___/___

ANNUAL REVENUES (most recent full business year)

\$ _____

VETERAN STATUS

Non-veteran Veteran Service-disabled Veteran

RESERVIST STATUS

- National Guard National Guard Active Duty
- Reservist Reservist Active Duty

DISABLED

Yes No

AGE: Between 14-27?

Yes No

WHAT IS THE LEGAL ENTITY OF YOUR BUSINESS?

If incorporated, in which state? _____

- Corporation
- Limited Liability
- Non-Profit
- Partnership
- Sole Proprietorship
- Sub S Corporation

IS THIS A HOME-BASED BUSINESS?

Yes No

COMPANY VETERAN

- Non-veteran
- Veteran
- Service-disabled Veteran

EMPLOYEES

Full-time _____
Part-time _____

AMOUNT INVESTED

\$ _____

Name of Business			
Business Address			
City	State	Zip	County
E-Mail		Work #	Fax #
Website/URL			
Product Description			

I request business management assistance from the Small Business Administration (SBA)/Small Business Development Center (SBDC). I agree to cooperate should I be selected to participate in surveys designed to evaluate SBA/SBDC assistance services. I authorize the SBA/SBDC to furnish relevant information to the assigned management counselor(s), although I expect that information to be held in strict confidence by him/her.

I further understand that all counselors have agreed not to recommend goods or services from sources in which they have an interest. SBA/SBDC will not accept fees or commissions developing from this counseling relationship. By my signature below, and in consideration of the center's furnishing of management or technical assistance, I waive all claims against SBA, SCORE, Long Beach Community College District, Economic Development Collaborative, SBDC and its host organization.

I understand that there are no warranties or assurances in connection with the counseling assistance.

_____/_____/_____
Signature of Requester **Date**

I do not wish to receive additional information regarding services or training events by email or postal service. ____ Initial

BELOW IS FOR OFFICE USE ONLY (to be completed by SBDC Counselor)

TYPE OF COUNSELING

- Face-to-Face Online Telephone

BUSINESS STATUS

- Still exploring/planning
 Already in operation
 No longer in business

INTERNATIONAL TRADE

- Yes
 No

LANGUAGE USED

- English Vietnamese
 Spanish
 Other: _____

HOW DID CLIENT HEAR ABOUT US? (Mark all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Flyer/Mailing | <input type="checkbox"/> College/University | <input type="checkbox"/> Workshop/Training seminar |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Yellow pages |
| <input type="checkbox"/> Media/TV/Radio | <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> SCORE |
| <input type="checkbox"/> SBA | <input type="checkbox"/> Bank: _____ | <input type="checkbox"/> Other SBDC: _____ |
| <input type="checkbox"/> Other business owner | <input type="checkbox"/> SBDC client or word-of-mouth | <input type="checkbox"/> Other: _____ |

REFERRED CLIENT

- To in-house SBDC counselor for:
- | | | | | |
|--|-------------------------------------|---------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Business plan | <input type="checkbox"/> Loan | <input type="checkbox"/> Web design | <input type="checkbox"/> Import/Export | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Accounting | <input type="checkbox"/> Other: _____ | | |
- To workshop or training for:
- | | | | | |
|--|--------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Business plan | <input type="checkbox"/> Legal | <input type="checkbox"/> QuickBooks | <input type="checkbox"/> Import/Export | <input type="checkbox"/> Marketing/Sales |
| <input type="checkbox"/> Other: _____ | | | | |
- To funding source:
- | | | |
|------------------------------|------------------------------|--------------------------------------|
| <input type="checkbox"/> PCR | <input type="checkbox"/> SBA | <input type="checkbox"/> Bank: _____ |
|------------------------------|------------------------------|--------------------------------------|
- Referred to:
- | | | |
|--|---|--|
| <input type="checkbox"/> SCORE | <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> Business license or government agency |
| <input type="checkbox"/> Other SBDC: _____ | <input type="checkbox"/> International Trade Office | <input type="checkbox"/> Other: _____ |

_____/_____/_____
Counselor's signature **Date**

If your company is currently exporting, please indicate the countries to which your company exports: (Mark all that apply)

- | Asia | Africa | Caribbean | Central America | Europe Cont. |
|--|--|--|--|--|
| <input type="radio"/> Afghanistan | <input type="radio"/> Algeria | <input type="radio"/> Uganda | <input type="radio"/> Belize | <input type="radio"/> Vatican City |
| <input type="radio"/> Bahrain | <input type="radio"/> Angola | <input type="radio"/> Zambia | <input type="radio"/> Costa Rica | |
| <input type="radio"/> Bangladesh | <input type="radio"/> Benin | <input type="radio"/> Zimbabwe | <input type="radio"/> El Salvador | |
| <input type="radio"/> Belarus | <input type="radio"/> Botswana | | <input type="radio"/> Guatemala | North America |
| <input type="radio"/> Bhutan | <input type="radio"/> Burkina Faso | <input type="radio"/> Anguilla | <input type="radio"/> Honduras | <input type="radio"/> Bermuda |
| <input type="radio"/> Brunei | <input type="radio"/> Burundi | <input type="radio"/> Antigua & Barbuda | <input type="radio"/> Nicaragua | <input type="radio"/> Mexico |
| <input type="radio"/> Burma | <input type="radio"/> Cameroon | <input type="radio"/> Aruba | <input type="radio"/> Panama | <input type="radio"/> Canada |
| <input type="radio"/> Cambodia | <input type="radio"/> Cape Verde | <input type="radio"/> Bahamas | | |
| <input type="radio"/> China | <input type="radio"/> Central African Republic | <input type="radio"/> Barbados | Europe | South America |
| <input type="radio"/> East Timor | <input type="radio"/> Chad | <input type="radio"/> Virgin Islands (British) | <input type="radio"/> Austria | <input type="radio"/> Argentina |
| <input type="radio"/> Georgia | <input type="radio"/> Comoros | <input type="radio"/> Cayman Islands | <input type="radio"/> Azerbaijan | <input type="radio"/> Bolivia |
| <input type="radio"/> Hong Kong | <input type="radio"/> Congo | <input type="radio"/> Cuba | <input type="radio"/> Albania | <input type="radio"/> Brazil |
| <input type="radio"/> India | <input type="radio"/> Democratic Republic of Congo | <input type="radio"/> Dominica | <input type="radio"/> Armenia | <input type="radio"/> Chile |
| <input type="radio"/> Indonesia | <input type="radio"/> Cote d'Ivoire | <input type="radio"/> Dominical Republic | <input type="radio"/> Belgium | <input type="radio"/> Colombia |
| <input type="radio"/> Iran | <input type="radio"/> Djibouti | <input type="radio"/> Grenada | <input type="radio"/> Bosnia-Herzegovina | <input type="radio"/> Ecuador |
| <input type="radio"/> Iraq | <input type="radio"/> Egypt | <input type="radio"/> Haiti | <input type="radio"/> Bulgaria | <input type="radio"/> Guyana |
| <input type="radio"/> Israel | <input type="radio"/> Equatorial Guinea | <input type="radio"/> Jamaica | <input type="radio"/> Croatia | <input type="radio"/> Paraguay |
| <input type="radio"/> Japan | <input type="radio"/> Eritrea | <input type="radio"/> Montserrat | <input type="radio"/> Cyprus | <input type="radio"/> Peru |
| <input type="radio"/> Jordan | <input type="radio"/> Ethiopia | <input type="radio"/> Netherlands Antilles | <input type="radio"/> Czech Republic | <input type="radio"/> Suriname |
| <input type="radio"/> Kazakhstan | <input type="radio"/> Gabon | <input type="radio"/> St. Kitts and Nevis | <input type="radio"/> Denmark | <input type="radio"/> Uruguay |
| <input type="radio"/> Korea, North | <input type="radio"/> Gambia | <input type="radio"/> St. Lucia | <input type="radio"/> Estonia | <input type="radio"/> Venezuela |
| <input type="radio"/> Korea, South | <input type="radio"/> Ghana | <input type="radio"/> Lt. Vincent and Grenadines | <input type="radio"/> Finland | |
| <input type="radio"/> Kuwait | <input type="radio"/> Guinea | <input type="radio"/> Trinidad and Tobago | <input type="radio"/> France | Oceania |
| <input type="radio"/> Kyrgyzstan | <input type="radio"/> Guinea-Bissau | | <input type="radio"/> Germany | <input type="radio"/> Australia |
| <input type="radio"/> Laos | <input type="radio"/> Kenya | | <input type="radio"/> Greece | <input type="radio"/> New Zealand |
| <input type="radio"/> Lebanon | <input type="radio"/> Lesotho | | <input type="radio"/> Hungary | <input type="radio"/> Cook Islands |
| <input type="radio"/> Macau | <input type="radio"/> Liberia | | <input type="radio"/> Iceland | <input type="radio"/> Fiji |
| <input type="radio"/> Malaysia | <input type="radio"/> Libya | | <input type="radio"/> Ireland | <input type="radio"/> Kiribati |
| <input type="radio"/> Maldives | <input type="radio"/> Madagascar | | <input type="radio"/> Italy | <input type="radio"/> Marshall Islands |
| <input type="radio"/> Micronesia | <input type="radio"/> Malawi | | <input type="radio"/> Latvia | <input type="radio"/> Nauru |
| <input type="radio"/> Mongolia | <input type="radio"/> Mali | | <input type="radio"/> Liechtenstein | <input type="radio"/> Palau |
| <input type="radio"/> Nepal | <input type="radio"/> Mauritania | | <input type="radio"/> Lithuania | <input type="radio"/> Papua New Guinea |
| <input type="radio"/> Oman | <input type="radio"/> Mauritius | | <input type="radio"/> Luxembourg | <input type="radio"/> Samoa |
| <input type="radio"/> Pakistan | <input type="radio"/> Morocco | | <input type="radio"/> Macedonia | <input type="radio"/> Solomon Islands |
| <input type="radio"/> Philippines | <input type="radio"/> Mozambique | | <input type="radio"/> Malta | <input type="radio"/> Tonga |
| <input type="radio"/> Qatar | <input type="radio"/> Namibia | | <input type="radio"/> Moldova | <input type="radio"/> Tuvalu |
| <input type="radio"/> Russia | <input type="radio"/> Niger | | <input type="radio"/> Monaco | <input type="radio"/> Vanuatu |
| <input type="radio"/> Saudi Arabia | <input type="radio"/> Nigeria | | <input type="radio"/> Montenegro | |
| <input type="radio"/> Singapore | <input type="radio"/> Rwanda | | <input type="radio"/> Netherlands | Other |
| <input type="radio"/> Sri Lanka | <input type="radio"/> Sao Tome and Principe | | <input type="radio"/> Norway | <input type="radio"/> Subcontractor for Exporter |
| <input type="radio"/> Syria | <input type="radio"/> Senegal | | <input type="radio"/> Poland | <input type="radio"/> Sell to fill-freight |
| <input type="radio"/> Tajikistan | <input type="radio"/> Seychelles | | <input type="radio"/> Portugal | |
| <input type="radio"/> Taiwan | <input type="radio"/> Sierra Leone | | <input type="radio"/> Romania | |
| <input type="radio"/> Thailand | <input type="radio"/> Somalia | | <input type="radio"/> Serbia | |
| <input type="radio"/> Turkey | <input type="radio"/> South Africa | | <input type="radio"/> Slovak Republic | |
| <input type="radio"/> Turkmenistan | <input type="radio"/> Sudan | | <input type="radio"/> Slovenia | |
| <input type="radio"/> United Arab Emirates | <input type="radio"/> Swaziland | | <input type="radio"/> Spain | |
| <input type="radio"/> Uzbekistan | <input type="radio"/> Tanzania | | <input type="radio"/> Sweden | |
| <input type="radio"/> Vietnam | <input type="radio"/> Togo | | <input type="radio"/> Switzerland | |
| <input type="radio"/> Yemen | <input type="radio"/> Tunisia | | <input type="radio"/> Turkey | |
| | | | <input type="radio"/> Ukraine | |
| | | | <input type="radio"/> United Kingdom | |

COMPANY DETAIL

Description of Business:

Current Company Status:

If declining, how many jobs would you estimate are at risk at this time? _____
Including owner(s) of the company

Are you behind on payroll, payables, loan payments or rent? _____ Yes _____ No

Do you have a significant negative cash flow? _____ Yes _____ No

Is there new or increased competition? _____ Yes _____ No

Has disaster struck? _____ Yes _____ No

Are there detrimental changes in costs of goods sold? _____ Yes _____ No

Are there any other transitional hardships? _____ Yes _____ No

If yes Please explain: _____

Have you had a reduction in workforce or work hours? _____ Yes _____ No

I request business management assistance from the EDC-VC. I agree to cooperate should I be selected to participate in surveys designed to evaluate EDC-VC assistance services. I authorize the EDC-VC to furnish relevant information to the assigned management counselor(s), although I expect that information to be held in strict confidence by him/her.

I further understand that all counselors have agreed not to recommend goods or services from sources in which they have an interest. EDC-VC will not accept fees or commissions developing from this counseling relationship. By my signature below, and in consideration of the EDC-VC's furnishing of management or technical assistance, I waive all claims against the EDC-VC.

I understand that there are no warranties or assurances in connection with the counseling assistance.

Client Signature

Date

Client Follow up- Milestones & Economic Impact

COUNSELOR: _____

DATE: _____

CLIENT MILESTONES Type of session: Face to Face Online Telephone

Mr. Mrs. Ms.

Client Name: (please use the same name from original 641 Part I)		
E-Mail	Home #	Cell #
Company Name:		Work #

Client Initial

MILESTONE TYPE: (TO BE FILLED OUT BY CONSULTANT)

DATE OF INITIAL COUNSELING SESSION: _____ **INITIAL # OF JOBS:** _____ **INITIAL VALUE OF BUSINESS:** _____

<input type="checkbox"/> 8(a) Status Obtained	<input type="checkbox"/> Jobs Retained- # _____
<input type="checkbox"/> Bought Business- Value \$ _____	<input type="checkbox"/> New Business Partner
<input type="checkbox"/> Business Expansion- Value \$ _____	<input type="checkbox"/> New Location
<input type="checkbox"/> Change In Exports- Value \$ _____	<input type="checkbox"/> New Product Line- Value \$ _____
<input type="checkbox"/> Change In Profits- Vaue \$ _____	<input type="checkbox"/> New Technology- Value \$ _____
<input type="checkbox"/> Change in Sales- Value \$ _____	<input type="checkbox"/> Other
<input type="checkbox"/> Change in Staff- # _____	<input type="checkbox"/> Patent Obtained- Value \$ _____
<input type="checkbox"/> Changed Legal Form	<input type="checkbox"/> Responded to Survey
<input type="checkbox"/> Copyright Obtained- Value \$ _____	<input type="checkbox"/> Sold the Business- Value \$ _____
<input type="checkbox"/> EDI Implementation- Value \$ _____	<input type="checkbox"/> Started Business- Value \$ _____
<input type="checkbox"/> Entered a Joint Venture- Value \$ _____	<input type="checkbox"/> Success Story
<input type="checkbox"/> Improved Cost of Goods Sold- Value \$ _____	<input type="checkbox"/> Trademark Obtained- Value \$ _____
<input type="checkbox"/> Increased Part-Time Staff- # _____	
<input type="checkbox"/> Jobs Created- # _____	

CURRENT # OF JOBS: _____ **CURRENT GROSS REVENUE/ SALES:\$** _____ **+PROFITS/ -LOSSES \$** _____

COMMENTS/ SUMMARY: _____

FUNDING SOURCE:

REPORTABLE:

<input type="checkbox"/> DLA	<input type="checkbox"/> SBA	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other Federal	<input type="checkbox"/> State	
<input type="checkbox"/> Local	<input type="checkbox"/> Department of Commerce	
<input type="checkbox"/> Other	<input type="checkbox"/> County	
<input type="checkbox"/> Private		

Did counseling received result in starting a business? Yes No

SBA or Resource Partner Service Contributed to the Following:	
	No. of Government Contracts or Subcontracts Received
\$	Total Amount of SBA Loans
\$	Dollar Value of Government Contracts/Subcontracts Received
\$	Total Amount of Non-SBA Loans
	No. of Certifications (i.e. SDB, HUB Zone, 8(a), local certifications, etc.) Received

**ECONOMIC DEVELOPMENT COLLABORATIVE – VENTURA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**EMPLOYEE CERTIFICATION FORM
BY EMPLOYER**

The Economic Development Collaborative-Ventura County's ~~Small Business~~ ~~Loan/Technical Assistance~~ Program is a federally funded program through the Department of Housing and Urban Development (HUD). As such, HUD requires that documentation be provided to report household income levels for persons hired as a result of the program participation. Since you received services funded by HUD dollars, it will be necessary to provide the following information for the employee(s) that were hired to meet this requirement. All records will remain confidential and are used for statistical data reporting only.

PLEASE TYPE OR PRINT IN INK (to be completed by employee)

Name of Employee: _____
 Number of family members in household (including employee): _____
 Job title or position: _____ Full Time or Part Time (circle one)
 Brief job description and skills: _____

Please indicate the employee's racial group (if known):

	Race Categories	Check only one race category	Check if also Hispanic
1	American Indian <i>or</i> Alaska Native		
2	Asian		
3	Black <i>or</i> African American		
4	Native Hawaiian <i>or</i> Other Pacific Islander		
5	White		
6	American Indian <i>or</i> Alaska Native <i>and</i> White		
7	Asian <i>and</i> White		
8	Black <i>or</i> African American <i>and</i> White		
9	American Indian <i>or</i> Alaska Native <i>and</i> Black <i>or</i> African American		
10	Balance/Other		

	Race Category - Hispanic/Latino	Check only one race category
1	Mexican/Chicano	
2	Puerto Rican	
3	Cuban	
4	Other Hispanic/Latino	

First, circle the total number of family members. Then circle the income range to the right that most reflects your total family income before you came to work with this employer:

Table A – County of Ventura – ~~[enter year, adjusted annually]~~ Effective ~~[enter date]~~

Family size	30%	Very Low – 50%	Low/Moderate – 80%
1	\$0 - \$	\$ - \$	\$- \$
2	\$0 - \$	\$- \$	\$- \$
3	\$0 - \$	\$- \$	\$- \$
4	\$0 - \$	\$- \$	\$- \$
5	\$0 - \$	\$- \$	\$- \$
6	\$0 - \$	\$- \$	\$- \$
7	\$0 - \$	\$- \$	\$- \$
8	\$0 - \$	\$- \$	\$- \$

Employee Signature

Date

I hereby certify that the employee identified above is employed by _____
Name of Business
on this date.

Employer's Signature

Date

ATTACHMENT 2-2

COUNTY OF VENTURA ENTITLEMENT AREA FY 2012-13 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

ECONOMIC DEVELOPMENT PROJECT PROPOSAL

EDC-VC Proposal, December 6, 2011 Small Business & Micro-Enterprise Loan Program

A. APPLICANT INFORMATION

1. Legal Name of Organization: Economic Development Collaborative-Ventura County
2. Mailing Address: 1601 Carmen Drive, Suite 215
City: Camarillo Zip: 93010
3. Executive Director Name & Title: Bruce Stenslie, President/CEO
4. Organization's Website Address: www.edc-vc.com
5. Organization's **DUNS #**: 014790229 and **Tax Payer ID #**: 77-0439585
6. Contact Person Name & Title for **Project** Questions: Bruce Stenslie, President/CEO
 - a. Phone: 805-384-1800, x24 FAX: 805-384-1805
 - b. E-mail Address: bruce.stenslie@edc-vc.com
7. Contact Person Name & Title for **Financial** Questions: Shalene Hayman, Controller
 - a. Phone: 805-384-1800 x21 FAX: 805-384-1805
 - b. E-mail Address: shalene@consulthayman.com, or shayman@edcsbdc.org
8. Type of Economic Development Project: Create/Retain Jobs Commercial Development
9. Number of Low/Mod Beneficiaries to be Served by the Project: 9
Cost-per-Beneficiary for this project (CDBG Request/CDBG Beneficiaries) = \$18,888.89
10. Title of Proposed Project: Small Business and Micro-Enterprise Loan Program
 - a. Address/Service Area of Project: Moorpark and County Unincorporated Area (though may consider small business loans in other four cities if invested in small business consulting)
 - b. Amount Requested for this Project: \$170,000.00 (\$110,000 Moorpark, \$60,000 County Unincorporated Area, though also see entry under part A.10.a immediately above)
 - c. Amount of Leveraged Funds Available for this Project: \$150,000.00
 - d. Total Project Cost (all sources): \$320,000.00

Note: The amounts for b, c, and d should equal the amounts in Section E. Project Budget/Leveraging.

Paula 16.1% or 2,400 unemployed, 4,737 low income households; and an estimated 1,600 unemployed workers in the County unincorporated area with as many as 5,700 low income households.

This project leverages our existing partnerships with the City and County, whose economic development leads participate monthly in our Economic Development Roundtable, assuring that services are implemented in a coordinated manner. This project also would continue funding secured in mid-year 2011-12 through CDBG for small business lending.

PERFORMANCE MEASUREMENTS / OUTCOMES

The three program performance **outcome** categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Outcomes are **results** that are achieved through your project activities, not the activities themselves. **Please check only one box on this page that best applies to your project's outcomes and objectives.**

Outcome 1. Availability/Accessibility

This outcome applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low- and moderate-income people, including persons with disabilities.

Objective:

- Enhances the Living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

If this is a new project, describe how you will reach out to these beneficiaries?

This project is new to CDBG funding, though initially funded by CDBG in mid 2011-12 (though the 2011-12 activities are just launching at the time of this application, in December 2011). Separately, we have been lending continuously to businesses in the project area for over 12 years, using U.S. Department of Commerce, Economic Development Administration funds.

Our primary outreach strategy is direct-to-business—that is, the employers of low and moderate income workers—through consultant on-site visitation; through referrals by city staff; referrals by Chambers of Commerce and professional service organizations; referrals by business service providers; by business-to-business referral; print advertising, in the Ventura Star, the Pacific Coast Business Times and Acorn; through VCEDA and Chamber of Commerce newsletters; and by targeted radio campaign. (See Attachment C for EDC-VC loan program flyers.)

In coordination with our Small Business Development Center services, we will also organize and sponsor not less than two business workshops focused on business access to capital.

Our means of reaching low and moderate income workers is by working directly with businesses, for the goals of business retention and growth, resulting in opportunities for these businesses to hire and retain workers, contributing to their financial well-being through employment income and benefits.

How will people or conditions in the community change as a result of what you do?

We seek and intend and will document and report two primary outcomes:

- 1) We will increase the number of jobs throughout the service area and secure the retention of jobs at risk of layoff. The objective is improved economic opportunity through sustainable employment income for 9 low/moderate income workers.
- 2) An estimated 9 businesses will be the beneficiary of a documented milestone of improvement for their sustainability through access to capital.

How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Our existing City of Ventura CDBG and U.S. Department of Commerce/Economic Development Administration (EDA) funded loan programs already require detailed tracking of the jobs created through our lending activity. We have existing tracking and reporting systems and dedicated staff to manage the report detail, documentation and follow-up. We will track and report monthly progress on total number of businesses served, total jobs created for low and moderate income workers. See Attachment D for intake and related reporting forms.

If the project has been funded before, what have been the primary accomplishments and challenges?

The proposed project seeks to expand upon our U.S. Department of Commerce EDA loan program services which are county wide. We have been successful in meeting overall regional goals for lending and job creation with EDA funds, *but outreach into the Moorpark and other small city business communities has been a challenge owing to a lack of capacity to target services to specific geographic regions.* The proposed funding will provide the dedicated capacity to concentrate outreach services, resulting in more business engagements, more loans made and more jobs created for low/moderate income workers. (This project will also extend an existing 2011-12 program, just funded in November, which is just now launching, so there are no outcomes yet to report.)

2. COST

Describe how the overall project budget is cost effective and reasonable, as required by the Federal Office of Management and Budget (OMB) and HUD, for the anticipated result.

The project's estimated cost per outcome of \$18,889 per job created (and \$25,000 maximum) for low/moderate income workers far exceeds national CDBG standards of \$25,000 to \$30,000 per job created.

3. TIMELINESS/PROJECT READINESS

Identify the person(s) responsible for overall program administration and financial management of the activity. Indicate how many years of experience they have managing CDBG or other HUD programs.

Bruce Stenslie, President/CEO, has more than 4 years of experience in administering CDBG funded economic development funded programs and over 20 years' experience in program administration in workforce and economic development, managing programs funded through U.S. the Departments of Commerce, Labor and Health & Human Services.

Joe Palmer, Loan Officer, has 30 years of experience in all aspects of banking and lending, serving as Chief Credit Officer for commercial lenders and as a contract underwriter for the banking industry. Palmer has successfully administered our City of Ventura CDBG loan program for seven years.

Kelly Noble, Project Manager/Office Manager: Noble has been with the EDC-VC for over eight years, serving as our small business program services Coordinator. Noble is an experienced business owner/entrepreneur and manages all day to day internal operations at EDC-VC.

Shalene Hayman, Controller: Hayman has served as the contract Controller for the EDC-VC since 2006, with over five years of CDBG reporting experience. She is the controller for United Way, Ojai Sanitary District, CAUSE and several other non-profits.

See Attachment E for résumés and for EDC-VC organizational chart.

Identify all other persons involved in the delivery of services for this activity, noting whether these positions are current or pending this award.

See Attachment F for rosters of professional business consultants under contract to EDC-VC and Loan Board. Our consultants are ready and available for immediate service in assisting with business plan and credit evaluation. For this loan fund we may adjust the loan board roster to assure familiarity with the target area business environment and to insure loan board independence.

Discuss the timeline for the project including dates for start and completion and other significant stages such as hiring staff or securing a site, as applicable to your project. Indicate if this project is ongoing in nature.

Our loan service activities are up and running through funding from the City of Ventura CDBG and U.S. Dept. of Commerce; we are ready to begin immediately upon award and contract execution. The project will complete all goals by June 30, 2013. All staff and consultants necessary and appropriate to provide services are in place and ready to go.

If this project was funded last year and did not meet its goals or expend its full allocation, please explain why. Not applicable.

4. MANAGEMENT AND PAST EXPERIENCE

Describe your organization's experience. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

Organizational Structure and Leadership: Established in 1996, the EDC-VC is a regional, non-profit, public/private partnership. The EDC-VC Board of Directors (*see Attachment G*) includes elected officials from the county's ten cities, two members of the Ventura County Board of Supervisors, and a majority of private sector industry leaders. The EDC-VC hosts a monthly Economic Development Managers Roundtable, which includes the economic development professionals from each of the cities and county. The Roundtable focuses on best practices, the development of regional strategy, and the review and evaluation of outcomes of our economic development investments. The County and cities are all closely held partners of the EDC-VC, as annual dues paying members, investors in our small business services, and members of our Economic Developers Roundtable.

The EDC-VC has continuously and successfully provided small business consulting services throughout the County since 2001. In current and prior contracts with the County Workforce Investment Board and U.S. SBA we have met all performance measures. We have met prescribed performance measures for our Department of Commerce Revolving Loan Programs (as measured by default rates, jobs created) and CDBG funded loan program with the City of Ventura (default rates, jobs created).

5. COLLABORATION

Identify any other agencies/partners in this activity and define the roles and responsibilities of these partners.

Our primary collaborators are the cities of Ventura County, who serve on our Board of Directors and participate through staff in our Economic Developers Roundtable. This assures that our services are implemented in a complementary and coordinated manner with the cities and county.

This program will leverage our funding and program capacity supported through the U.S. Department of Commerce/Economic Development Administration, on behalf of which we administer a countywide Revolving Loan Program. We anticipate leveraging this stream of revenue for the support of our Loan Officer and to add capital for lending to businesses in the target areas.

This proposed program also leverages our U.S. Small Business Administration SBDC program, which not only augments our funding, but facilitates partnership with the region's banking institutions, helping assure that we are networked with the region's financial and lending networks.

EDC-VC establishes and maintains a Loan Board for all loan programs to provide professional credit recommendations, assuring an independent voice and bringing in a diversity of opinions and lenders.

If you have no collaborative partners explain how you propose to coordinate your services with other community agencies in order to leverage resources. See response to question above.

C. HUD REQUIRED BENEFICIARY INFORMATION

1. **Income Eligibility** – Indicate how your organization verifies **income eligibility** of clients.

Be sure to provide the documentation indicated for your selection(s)

<p>Area of Benefit. Project service area has been identified and determined to be statistically low-income based on the 2000 Census. If you use this method, provide all Census Tracts and Block Groups served by your project and a calculation of the low-income percentage. <u>Attach a map.*</u></p>	
<p>Self-Certification. Clients independently “self-certify” on a membership form, intake form, etc. If you use this method, <u>See Attachment D*</u></p>	
<p>Client Document Review. Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. If you use this method, please <u>attach worksheet.*</u></p>	
<p>Presumed Beneficiaries. Clients served are <u>primarily and specifically</u> from one of the following groups: abused children, battered spouses, elderly persons (62 years of age or older), illiterate persons, migrant farm workers, handicapped individuals, homeless persons, persons with AIDS. <u>If you use this method, please indicate which group.*</u></p>	
<p>Other. Survey, other documentation (required documentation for other governmental programs, etc.). <u>Please explain on a separate page.*</u></p>	

2. **Race and Ethnicity** – The Federal Office of Management and Budget (OMB required implementation by December 31, 2002, of the data collection standards for federal grant recipients as described in the instructions.

PROVIDE A COPY OF YOUR PROGRAM'S “ELIGIBILITY” FORM.

***A copy of our small business service intake and milestone documentation forms are attached, along with a copy of our CDBG form for documenting worker low/moderate income status, race and ethnicity. See Attachment D.**

3. Location of Beneficiaries

Indicate the beneficiaries to be served according to the geographic area to be covered.

Information Requested (Beneficiaries are all Persons)	Total Number of Beneficiaries Estimated to be Served FY 2011-12	Total Number of Beneficiaries Estimated to be Served FY 2012-13	Low/Mod Income Beneficiaries Estimated to be Served FY 2012-13
Camarillo			
Fillmore			
Moorpark	5	5.5	5.5
Ojai			
Oxnard			
Port Hueneme			
San Buenaventura			
Santa Paula			
Simi Valley			
Thousand Oaks			
Unincorporated Area (Casitas Springs, Oak View, Meiners Oaks, Mira Monte, Ojai East End, El Rio, Saticoy, Newbury Park, Oak Park, Piru, etc.)	4	3.5	3.5
Other, outside Ventura County, or unknown			
TOTAL	9 P	9 P	9 P

Indicate the source of your information:

Data for the definition of eligible worker beneficiaries is through the County Consolidated Plan.

Loan recipients designated above for County Unincorporated Area may also be located in the other four small cities if invested in small business consulting and upon consultation with County.

Method of service is direct provision of small business and micro-enterprise lending. Outcomes will be 9 jobs created for low/moderated income workers.

Documentation will be collected and reported on workers hired and retained, relative to low/mod income eligibility.

4. Economic Development Beneficiaries

Type 1 and Type 2: Financial or Technical Assistance

Indicate if jobs will be: (Check one)	Created	Retained (not lost)
	9	
Indicate the number of full time jobs anticipated:	Total # of Jobs	# of L/M Jobs
	9	
Indicate the number of part time jobs anticipated:	Total # of Jobs	# of L/M Jobs
	0	

Type 1: Financial Assistance

Total number of businesses to be assisted (DUNS number required at time of assistance).	Businesses 9
---	-----------------

2: Technical Assistance

<p>Total number of businesses to be counseled (i.e., introductory session, informational meeting, etc.).</p> <p>We will provide at least two "Access to Capital" workshops for small businesses and entrepreneurs, both for general assistance to business and to alert business owners to this loan fund and program.</p> <p>We collect and report business owner and industry profile information on all attendees.</p>	Businesses 28
<p>Number of businesses to be provided technical assistance (DUNS number required at time of assistance).</p> <p>Prior to making any loans we provide intensive technical assistance through our Small Business Development Center resources, to assure our confidence in the business plan and business viability.</p> <p>All businesses for which we record a job created or retained will be included in this number.</p>	Businesses 9

5. Data to be Collected for Quarterly and Annual Reporting

Expected to create*	Number of FT Jobs		Number of PT Jobs	
	Total Full -Time	Number of L/M	Total Part-Time	Hours L/M Jobs

Actually created*	Number of FT Jobs		Number of PT Jobs	
	Total Full -Time	Number of L/M	Total Part-Time	Hours L/M Jobs

*If jobs have been retained (kept from being lost), please use separate form for the above information.

Number of jobs with employer sponsored health care benefits: _____

Number unemployed prior to taking jobs created: _____

Indicate the Number of Jobs Created by Type and if those jobs were filled by L/M individuals:

Position Type	# Jobs	L/M	Position Type	# Jobs	L/M
Officials and Managers			Craft Workers (skilled)		
Professional			Operatives (semi-skilled)		
Technicians			Laborers (unskilled)		
Sales			Service Workers		
Office and Clerical			Other - SPECIFY BELOW*		

*Provide specific titles of jobs created and indicate if they were filled by L/M individuals.

Position Type	# Jobs	L/M	Position Type	# Jobs	L/M

Annual Report Form for Businesses

Number of New businesses assisted: _____

Number of Existing businesses assisted: _____

Number of Existing businesses expanding: _____

Number of Existing businesses relocating: _____

Number of businesses assisted:

With commercial façade treatment/business building rehabilitation _____

That provide goods or services to meet the needs of a service area, neighborhood, or community: _____

Duns Number for each business assisted (use additional sheet if necessary):

D. ORGANIZATIONAL CAPACITY

This section is to be completed by all non-governmental applicants.

HUD Grant Experience for the past **three** years.

HUD Grant Program	Purpose of Grant	Date(s) Obtained	Funding Amount
City of Ventura	Microenterprise loans	7/1/09	\$200,000
City of Ventura	Microenterprise loans	7/1/10	\$200,000
City of Ventura	Microenterprise loans	7/1/11	\$177,000
County of Ventura	Micro loans & Small Biz T.A.	11/2011	\$233,599

Fiscal Year and Audit Reports *A copy of our most recent single audit, for the period January 1, 2010 through December 31, 2010, has been submitted with this proposal.* The audit includes an unqualified opinion and no findings or recommendations, no unresolved prior year(s) issues.

What is your agency's fiscal year?	January 1 – Dec. 31
Date of your organization's most recently completed audit. (Month/Year)	May 2011
What fiscal year did this most recent audit include? (Month/Year - Month/Year)	1/1/10 – 12/31/10
Was this audit conducted in compliance with the Single Audit Act? (Yes or No)	Yes
Are there any outstanding audit findings which remain unresolved? If yes, please attach explanation.	No

Financial Management - Refer to the Application Instructions for a list of mandatory federal requirements for management of CDBG funds.

As indicated in our annual single audit, we are in compliance with OMB Circulars A-110, A-122, A-133.

Organizational Structure

Documents to Be Attached by Non-Profit and For-Profit Organizations	
Articles of Incorporation and Bylaws	Att. H
Organization Chart	Att. E
List of the Board of Directors	Att. G
Non-Profit Determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board (Form 501.3.c)	Att. H

Insurance Documentation - All applicants, except County of Ventura Agencies, must submit a copy of current insurance coverage (General Liability, Automobile, Worker's Compensation, etc.) **with this application.** If funded, an updated insurance policy will be required with the County of Ventura listed as "additionally insured." See Attachment I.

Is this a "faith-based" organization? * Yes or No

*Generally, a faith-based organization was founded or is inspired by faith or religion.

E. PROJECT BUDGET / LEVERAGING

Projects that receive an award of CDBG funding are often awarded less than the amount originally requested. Discuss below whether your proposed activity could be undertaken with a reduced commitment of funding and if so, highlight how that would affect the scope of services you are proposing.

The proposed project remains viable with a lower amount of funding, though outcomes (as calculated on dollar cost per outcome) would be reduced proportionally.

However, were the total funding available to fall below an estimated \$70,000, we believe the proposed program would not be viable, as baseline capacity expenditures necessary to deliver the program would likely result in net outcomes exceeding \$30,000 per job created.

Identify sources of leveraged funding, including in-kind match, for this activity in the Tables referenced below. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, in-kind amount for volunteers, staff time, etc.).

See Attachment A, Table II. All identified matching and leveraged funding is pledged through existing U.S. Department of Commerce, Economic Development Administration and U.S. Small Business Administration/Small Business Development Center resources.

1. Current Year Project Funding

Submit TABLE I. Economic Development Project Adopted Budget for FY 2011-12 Form to provide details specific to a related project from fiscal year 2011-2012 ONLY; NOT the budget for your entire Agency or program. A copy of this file is included at the end of this application. The **Excel File** is available on the Community Development website.

See Attachment A, Table I, 2011-12 CDBG program budget.

2. Anticipated Project Funding

Briefly describe what this grant will pay for in the space below. If your program includes more than one component (i.e. emergency shelter, transitional housing, day care center, job training, transportation), which specific component(s) will be paid for with the requested CDBG funds?

This grant will pay for job creation and retention services and outcomes as part of a targeted economic development strategy of small business lending.

The proposed method of service is to make loans to small businesses/micro-enterprises in the City of Moorpark, with a projected net cost of one job created per \$18,889 in total program funds, and a requirement for at least one job created for each \$25,000 loaned. The loan program will provide below-market financing for existing and new businesses that may not qualify for conventional loans.

The outcomes will be nine low/mod workers assisted through job creation.

Expenditures are for:

- assemble borrowers' applications and relevant financial information;
- prepare credit analysis and development of credit memoranda and presentations to Loan Board in such instances as staff recommend a loan;
- all loan underwriting, servicing, and general administration, development and execution of loan documents, for an estimated nine funded loans, all loan servicing and follow-up with firms for payment and program hiring requirements.

- the development and provision of at least two workshops/seminars for groups of small businesses on access to capital;
- outreach and coordination of services with other commercial and non-traditional lenders;
- printed and published outreach materials, mailings and professional capacity for the implementation of an outreach strategy to Moorpark and area businesses;
- if necessary, provide a collection action report for any past due loans;
- dedicated staff capacity for program oversight, program and fiscal management, reporting and documentation of outcomes.
- \$147,187 in loan capital, anticipated to be distributed through 9 loans, averaging \$16,568 per loan, with an allowable range of \$5,000 to \$25,000 per loan (total job creation is 9 jobs, at \$18,889 per job on all CDBG funds, or one job created per \$16,354 in loan disbursements, with a requirement that not less than one job will be created per the maximum of \$25,000 per loan).

Submit TABLE II. Economic Development Project Proposed Budget for FY 2012-13 Form to provide detail **specific to this project ONLY**; NOT the budget for your entire Agency or program. Describe other funding identified for this project and when it will be secured. If requesting funding for staffing, complete the “**Detail of Personnel Wages**” section. Indicate the staff person able to answer questions regarding this budget in the space provided for **Budget Estimator**. A copy of this file is included at the end of this section and the **Excel File** is available on the Community Development website.

See Attachment A to this proposal for the budget table.

F. AGENCY CERTIFICATIONS

The following certification **must** be completed and signed by an authorized agency representative to be further considered for HUD program funding.

The undersigned agency hereby certifies that:

- a. The information contained herein and in the attached is complete and accurate. No material information has been omitted, including financial information.

[U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, or caused to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid. HUD will prosecute false claims and statements and conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)].

- b. The agency certifies to the best of its knowledge and belief that its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency.
- c. The agency shall comply with all federal and County policies and requirements applicable to the CDBG program as appropriate for the funding if received.
- d. The federal assistance made available through the CDBG program funding is not being utilized to substantially reduce the prior levels of local financial support for community development activities.
- e. If CDBG funds are approved for a facility:
 - i. The agency shall maintain and operate the facility for its approved use for a period of not less than 5 years, unless given specific approval from HUD to do otherwise;
 - ii. To the best of your knowledge, sufficient funds will be available to complete the project as proposed; and
 - iii. To the best of your knowledge, sufficient funds will be available to operate the project for 5 years.

Economic Development Collaborative – Ventura County	
Name of Agency	
Bruce Stenslie, President/CEO	
Typed Name and Title of Agency Official	
	December 6, 2011
Agency Official's Signature	Date of Signature
805-384-1800 x24 (office) 805-794-0455 (mobile)	bruce.stenslie@edc-vc.com
Telephone Number of Agency Official	e-Mail Address of Agency Official

**Economic Development Collaborative-Ventura County (EDC-VC)
Response to
County of Ventura Entitlement Area CDBG RFP, Economic Development
Proposed Small Business and Micro-Enterprise Loan Program**

Attachments:

- Attachment A: Tables I (2011-12) and II (2012-13), Project Budget Spreadsheets
- Attachment B: Monthly Labor Force Data, Ventura County and Cities, October 2011, Published November 18, 2011, CA Employment Development Department
- Attachment C: Sample EDC-VC Loan Program Flyers
- Attachment D: EDC-VC Small Business Intake Forms; EDC-VC CDBG Eligibility, Client Income/Race/ Ethnicity Documentation Form
- Attachment E: EDC-VC Résumés for Project Staff & Organization Chart
- Attachment F: EDC-VC Small Business Consultant Roster, Small Business Development Center Flyer, Loan Board Roster
- Attachment G: EDC-VC Board of Directors Roster
- Attachment H: IRS 501(c)(3) Letter, EDC-VC Bylaws & Articles of Incorporation
- Attachment I: Insurance and Workers' Compensation Coverage Documentation
-
- Submitted, One Copy:** Fiscal Year/Calendar Year 2010 Final Single Audit

ATTACHMENT A

**Tables I (2011-12) and II (2012-13),
Project budget Spreadsheets**

TABLE I - ECONOMIC DEVELOPMENT PROJECT ADOPTED BUDGET FY 2011-2012

Project Title: Moorpark/Santia Clara Vly Small Business Consulting & Loan Programs
 Applicant: Economic Development Collaborative-Ventura County
 (Consolidates separately proposed consulting and lending programs, final adjusted budget estimates)

Budget Categories	Project Cost Estimates	Sources of Funds			1. U.S. SBA, SBDC		2. U.S. Dept. of Commerce, EDA		3. Other		
		County CDBG Funds Amount	Applicant's Funds Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
Personnel Wages (provide detail below)	\$42,344.86	\$17,344.86	P	\$25,000.00	C	\$17,000.00	C	\$8,000.00	C		
Personnel Benefits	\$11,856.56	\$4,856.56	P	\$7,000.00	C	\$4,760.00	C	\$2,240.00	C		
Consultant/Contract Services	\$18,615.16	\$9,307.58	P	\$9,307.58	C	\$7,307.58	C	\$2,000.00	C		
Travel, mileage	\$1,200.00	\$600.00	P	\$600.00	C	\$400.00	C	\$200.00	C		
Office Expenses:	\$2,400.00	\$1,200.00	P	\$1,200.00	C	\$900.00	C	\$300.00	C		
Rent	\$7,000.00	\$3,500.00	P	\$3,500.00	C	\$2,600.00	C	\$900.00	C		
Insurance	\$1,600.00	\$800.00	P	\$800.00	C	\$600.00	C	\$200.00	C		
Utilities	\$1,800.00	\$900.00	P	\$900.00	C	\$650.00	C	\$250.00	C		
Equipment (Rental, lease, purchase)	\$1,700.00	\$850.00	P	\$850.00	C	\$625.00	C	\$225.00	C		
Supplies, printing, postage	\$2,000.00	\$1,000.00	P	\$1,000.00	C	\$750.00	C	\$250.00	C		
Client Services (describe below)											
small business consulting	\$68,000.00	\$34,000.00	P	\$34,000.00	C	\$34,000.00	C				
Loan Capital	\$259,500.00	\$149,500.00	P	\$110,000.00	C			\$115,000.00	C		
Other Expenses (describe below)											
small biz workshops	\$16,400.00	\$8,200.00	P	\$8,200.00	C	\$8,200.00	C				
annual audit, alloc share	\$3,000.00	\$1,500.00	P	\$1,500.00	C	\$750.00	C	\$750.00	C		
Total	\$437,416.58	\$233,559.00		\$203,857.58		\$78,542.58		\$130,315.00		-	

Status*:
 C = Committed Funds
 P = Funds that have been applied for & decision is pending
 N = Funds that have not yet been requested

Detail of Personnel Wages		Time on Project (hours)	Rate of Pay (\$)	CDBG Funds being Requested (\$)
Bruce Stenslie, President/CEO	2 hrs/week	62.50/hr	\$2,437.50	
Joe Palmer, Loan Officer	8 hrs/week	36.41/hr	\$5,679.96	
Kelly Noble, Program Coordinator	4 hrs/week	26.00/hr	\$2,028.00	
Ray Bowman, SBDC Director	8 hrs/week	46.15/hr	\$7,196.40	
Total			\$17,344.86	

Budget Estimator:

Name: Bruce Stenslie
 Title: President/CEO
 Phone Number: 805-384-1800 x24

TABLE II - ECONOMIC DEVELOPMENT PROJECT PROPOSED BUDGET FY 2012-2013

Project Title: Small Business and Micro-Enterprise Loan Program Applicant: Economic Development Collaborative-Ventura County

Budget Categories	Project Cost Estimates	County CDBG Funds		Applicant's Funds		Sources of Funds		2. Other		3. Other	
		Amount	Status*	Amount	Status*	1. All Applicant funds are U.S. EDA, committed	Status*	Amount	Status*	Amount	Status*
Personnel Wages (provide detail below)	\$23,546.12	\$11,773.06	P	\$11,773.06	C						
Personnel Benefits	\$5,180.15	\$2,590.07	P	\$2,590.07	C						
Contract Svcs (Controller, Outreach)	\$7,200.00	\$3,600.00	P	\$3,600.00	C						
Travel, mileage	\$400.00	\$200.00	P	\$200.00	C						
Office Exp: postage, tech.	\$800.00	\$400.00	P	\$400.00	C						
Rent	\$3,400.00	\$1,700.00	P	\$1,700.00	C						
Insurance	\$700.00	\$350.00	P	\$350.00	C						
Utilities (includes telecom)	\$800.00	\$400.00	P	\$400.00	C						
Equipment (Rental, lease, purchase)	\$600.00	\$300.00	P	\$300.00	C						
Supplies, printing, postage	\$800.00	\$400.00	P	\$400.00	C						
Client Services (describe below)											
loans	\$274,373.74	\$147,186.87	P	\$127,186.87	C						
Other Expenses (describe below)											
capital access workshops	\$1,400.00	\$700.00	P	\$700.00	C						
Annual Audit, alloc share	\$800.00	\$400.00	P	\$400.00	C						
Total	\$320,000.01	\$170,000.00		\$150,000.00							

Status*:
 C = Committed Funds
 P = Funds that have been applied for & decision is pending
 N = Funds that have not yet been requested

Proposal anticipates CDBG funding from the following County areas:
 Moorpark \$110,000.00
 County Uninc. \$60,000.00
Total: \$170,000.00

Detail of Personnel Wages	Time on Project (hours)	Rate of Pay (\$)	CDBG Funds being Requested (\$)
Bruce Stenslie, President/CEO	2 hrs/week	65.53/hr	\$3,407.56
Joe Palmer, Loan Officer	7 hrs/week	38.25/hr	\$6,961.50
Kelly Noble, Program Coordinator	2 hrs/week	27.00/hr	\$1,404.00
Shalene Hayman (Controller, contract)			
Total			\$11,773.06

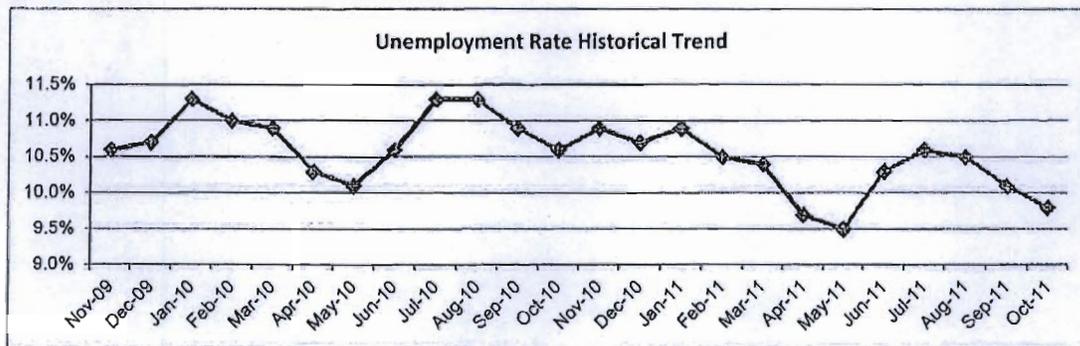
Budget Estimator:
 Name: Bruce Stenslie
 Title: President/CEO
 Phone Number: 805-384-1800 x24; 805-794-0455 (mobile)

ATTACHMENT B

**Monthly Labor Force Data, Ventura County and Cities,
October 2011, Published November 18, 2011, CA
Employment Development Department**

IMMEDIATE RELEASE
OXNARD-THOUSAND OAKS-VENTURA METROPOLITAN STATISTICAL AREA (MSA)
(Ventura County)

The unemployment rate in the Ventura County was 9.8 percent in October 2011, down from a revised 10.1 percent in September 2011, and below the year-ago estimate of 10.6 percent. This compares with an unadjusted unemployment rate of 11.2 percent for California and 8.5 percent for the nation during the same period.



Industry	Sep-2011	Oct-2011	Change		Oct-2010	Oct-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	296,900	300,000	3,100		298,100	300,000	1,900
Total Farm	21,300	24,100	2,800		24,600	24,100	(500)
Total Nonfarm	275,600	275,900	300		273,500	275,900	2,400
Mining and Logging	1,300	1,200	(100)		1,300	1,200	(100)
Construction	10,800	10,500	(300)		11,300	10,500	(800)
Manufacturing	32,200	32,100	(100)		31,700	32,100	400
Trade, Transportation & Utilities	52,300	52,700	400		52,700	52,700	0
Information	5,300	5,300	0		5,200	5,300	100
Financial Activities	20,400	20,600	200		20,400	20,600	200
Professional & Business Services	38,500	37,500	(1,000)		35,800	37,500	1,700
Educational & Health Services	32,200	32,400	200		33,200	32,400	(800)
Leisure & Hospitality	31,400	31,000	(400)		30,600	31,000	400
Other Services	8,700	8,600	(100)		8,900	8,600	(300)
Government	42,500	44,000	1,500		42,400	44,000	1,600

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov

Oxnard Thousand Oaks Ventura MSA
 (Ventura County)
 Industry Employment & Labor Force
 March 2010 Benchmark

Data Not Seasonally Adjusted

	Oct 10	Aug 11	Sep 11 Revised	Oct 11 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	429,400	424,900	427,400	430,400	0.7%	0.2%
Civilian Employment	384,000	380,200	384,300	388,000	1.0%	1.0%
Civilian Unemployment	45,400	44,800	43,100	42,300	-1.9%	-6.8%
Civilian Unemployment Rate	10.6%	10.5%	10.1%	9.8%		
(CA Unemployment Rate)	12.1%	11.9%	11.4%	11.2%		
(U.S. Unemployment Rate)	9.0%	9.1%	8.8%	8.5%		
Total, All Industries (2)	298,100	294,500	296,900	300,000	1.0%	0.6%
Total Farm	24,600	21,500	21,300	24,100	13.1%	-2.0%
Total Nonfarm	273,500	273,000	275,600	275,900	0.1%	0.9%
Total Private	231,100	231,700	233,100	231,900	-0.5%	0.3%
Goods Producing	44,300	44,600	44,300	43,800	-1.1%	-1.1%
Mining and Logging	1,300	1,300	1,300	1,200	-7.7%	-7.7%
Construction	11,300	10,800	10,800	10,500	-2.8%	-7.1%
Specialty Trade Contractors	7,800	7,600	7,600	7,300	-3.9%	-6.4%
Construction - Residual	3,500	3,200	3,200	3,200	0.0%	-8.6%
Manufacturing	31,700	32,500	32,200	32,100	-0.3%	1.3%
Durable Goods	19,700	20,000	19,700	19,000	-3.6%	-3.6%
Computer & Electronic Product Manufacturing	7,200	7,300	7,300	7,000	-4.1%	-2.8%
Durable Goods - Residual	12,500	12,700	12,400	12,000	-3.2%	-4.0%
Nondurable Goods	12,000	12,500	12,500	13,100	4.8%	9.2%
Non-Durable Goods - Residual	4,400	4,900	5,100	5,800	13.7%	31.8%
Chemical Manufacturing	7,600	7,600	7,400	7,300	-1.4%	-3.9%
Service Providing	229,200	228,400	231,300	232,100	0.3%	1.3%
Private Service Producing	186,800	187,100	188,800	188,100	-0.4%	0.7%
Trade, Transportation & Utilities	52,700	52,500	52,300	52,700	0.8%	0.0%
Wholesale Trade	12,000	12,300	12,100	12,200	0.8%	1.7%
Retail Trade	35,300	34,800	34,700	35,000	0.9%	-0.8%
Food & Beverage Stores	7,500	7,500	7,500	7,500	0.0%	0.0%
Clothing & Clothing Accessories Stores	4,500	4,500	4,500	4,600	2.2%	2.2%
General Merchandise Stores	6,200	6,200	6,200	6,400	3.2%	3.2%
Retail Trade - Residual	17,100	16,600	16,500	16,500	0.0%	-3.5%
Transportation, Warehousing & Utilities	5,400	5,400	5,500	5,500	0.0%	1.9%
Transportation & Warehousing	4,300	4,300	4,300	4,300	0.0%	0.0%
Transportation, Warehousing, and Utilities - Residual	1,100	1,100	1,200	1,200	0.0%	9.1%
Information	5,200	5,300	5,300	5,300	0.0%	1.9%
Information - Residual	3,100	3,300	3,300	3,300	0.0%	6.5%
Telecommunications	2,100	2,000	2,000	2,000	0.0%	-4.8%
Financial Activities	20,400	20,500	20,400	20,600	1.0%	1.0%
Finance & Insurance	16,400	16,500	16,500	16,700	1.2%	1.8%
Finance and Insurance - Residual	800	800	700	900	28.6%	12.5%
Credit Intermediation & Related Activities	9,200	9,300	9,400	9,400	0.0%	2.2%
Insurance Carriers & Related	6,400	6,400	6,400	6,400	0.0%	0.0%
Real Estate & Rental & Leasing	4,000	4,000	3,900	3,900	0.0%	-2.5%
Professional & Business Services	35,800	36,400	38,500	37,500	-2.6%	4.7%
Professional, Scientific & Technical Services	15,500	15,400	16,200	15,400	-4.9%	-0.6%
Management of Companies & Enterprises	2,600	2,600	2,700	2,600	-3.7%	0.0%
Administrative & Support & Waste Services	17,700	18,400	19,600	19,500	-0.5%	10.2%
Administrative & Support Services	17,000	17,700	18,800	18,800	0.0%	10.6%
Employment Services	7,700	8,100	8,900	8,900	0.0%	15.6%
Administrative and Support Services - Residual	9,300	9,600	9,900	9,900	0.0%	6.5%
Administrative and Support and Waste Management Services	700	700	800	700	-12.5%	0.0%
Educational & Health Services	33,200	31,900	32,200	32,400	0.6%	-2.4%
Leisure & Hospitality	30,600	31,900	31,400	31,000	-1.3%	1.3%
Accommodation & Food Services	25,900	26,700	26,600	26,500	-0.4%	2.3%
Leisure and Hospitality - Residual	4,700	5,200	4,800	4,500	-6.3%	-4.3%
Other Services	8,900	8,600	8,700	8,600	-1.1%	-3.4%

Oxnard Thousand Oaks Ventura MSA
 (Ventura County)
 Industry Employment & Labor Force
 March 2010 Benchmark

Data Not Seasonally Adjusted

	Oct 10	Aug 11	Sep 11 Revised	Oct 11 Prelim	Percent Change	
					Month	Year
Government	42,400	41,300	42,500	44,000	3.5%	3.8%
Federal Government	7,300	7,100	7,000	7,000	0.0%	-4.1%
Federal Government excluding Department of	2,400	2,300	2,300	2,300	0.0%	-4.2%
Department of Defense	4,900	4,800	4,700	4,700	0.0%	-4.1%
State & Local Government	35,100	34,200	35,500	37,000	4.2%	5.4%
State Government	2,600	2,600	2,700	2,700	0.0%	3.8%
State Government Education	900	800	900	900	0.0%	0.0%
State Government Excluding Education	1,700	1,800	1,800	1,800	0.0%	5.9%
Local Government	32,500	31,600	32,800	34,300	4.6%	5.5%
Local Government Education	17,600	16,500	18,000	19,500	8.3%	10.8%
County	8,500	8,500	8,500	8,500	0.0%	0.0%
City	4,400	4,300	4,200	4,300	2.4%	-2.3%
Special Districts plus Indian Tribes	2,000	2,300	2,100	2,000	-4.8%	0.0%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Emerson Figueroa 818/897-0839 or Juan Millan 818/890-1756

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

#####

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 October 2011 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Ventura County	430,400	388,000	42,300	9.8%	1.000000	1.000000
Camarillo city	31,700	29,500	2,200	7.0%	0.075910	0.052662
Casa Conejo CDP	1,900	1,800	100	7.8%	0.004564	0.003511
Channel Islands Beach CDP	2,400	2,100	300	12.6%	0.005315	0.007022
El Rio CDP	2,800	2,700	100	5.3%	0.006846	0.003511
Fillmore city	6,800	5,900	900	13.5%	0.015107	0.021650
Meiners Oaks CDP	2,300	2,100	200	10.6%	0.005402	0.005851
Mira Monte CDP	3,800	3,400	400	10.5%	0.008723	0.009362
Moorpark city	18,600	16,900	1,700	9.2%	0.043588	0.040374
Oak Park CDP	1,600	1,500	100	6.3%	0.003813	0.002341
Oak View CDP	2,600	2,300	300	13.2%	0.005893	0.008192
Ojai city	4,200	3,700	500	11.2%	0.009590	0.011118
Oxnard city	90,400	78,400	12,000	13.3%	0.201964	0.284377
Piru CDP	600	500	100	17.0%	0.001242	0.002341
Port Hueneme city	11,000	9,700	1,300	11.5%	0.025014	0.029842
San Buenaventura (Ventura) cit	61,000	55,600	5,400	8.9%	0.143299	0.128145
Santa Paula city	14,900	12,500	2,400	16.1%	0.032236	0.056758
Simi Valley city	69,300	63,700	5,600	8.1%	0.164183	0.132826
Thousand Oaks city	70,800	65,400	5,400	7.6%	0.168515	0.127560

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

Data Not Seasonally Adjusted

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios	
					Emp	Unemp

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

ATTACHMENT C

Sample EDC-VC Loan Program Flyers

THE REVOLVING LOAN FUND: HELPING YOUR BUSINESS GROW



LENDING YOU A HAND FOR YOUR SUCCESS

The Economic Development Collaborative-Ventura County (EDC-VC) offers loan programs dedicated to helping business access the capital essential to success. We specialize in providing below-market financing for existing and new businesses that may not qualify for conventional loans.

Supported by funds from the U.S. Department of Commerce, and by the cities and county of Ventura, EDC-VC loans are open to all industry sectors in all areas of Ventura County (some exceptions may apply). In addition to general lending, we administer a loan fund targeted to Agriculture, Biomedical, Environmental, High Technology/Communications, Metals/Machinery and Plastics.

EDC-VC provides business counseling and referrals to appropriate capital resources and institutions. It is our goal to improve the availability of capital to entrepreneurs, minority and women-owned businesses, emerging markets essential to Ventura County's economic expansion.

WHY WE DO WHAT WE DO

Through the Revolving Loan Fund, EDC-VC is able to:

- Create or retain jobs in Ventura County.
- Contribute to the retention and expansion of businesses.
- Encourage the application of university-developed and defense-related technologies to commercial use.
- Provide an immediate, accessible source of funding for start-up and existing small and medium size businesses.
- Broaden the economic base of the County, creating a stable economic future for our region.



1601 Carmen Drive, Suite 215
Camarillo, CA 93010
805-384-1800, www.edc-vc.com

HOW IT WORKS

The Revolving Loan Fund makes available long-term, low-payment, below-market-priced financing for new and existing businesses. Loans may be considered for the financing of fixed assets, working capital, leasehold improvements and debt restructuring:

- Loans may range from \$10,000 to \$250,000.
- Maximum loan term is 84 months.
- Rates vary between 2% above prime to below prime and are set by the loan board.
- Origination fees will not exceed out-of-pocket expenses plus 2% of the loan amount.
- Eligibility is limited to the following: three years of business financial statements and projections; a loan rejection letter from a bank; create at least one new job per \$25,000 lent.
- Collateral for loans includes the personal real estate of guarantor if available; any assets purchased by the loan; and a UCC-1 filing on all business assets.

WE HOPE YOU'LL GIVE US A CALL

If you are interested in the Revolving Loan Fund, contact Joe Palmer, loan officer, (805) 384-1800 x22, joe.palmer@edc-vc.com.

MORE ABOUT WHAT WE DO

A regional public/private economic development organization, EDC-VC works to maintain the county's economic health and vitality, delivering programs that promote jobs and economic growth, and raise overall productivity and incomes. In addition to our loan programs, EDC-VC offers business consulting and workshops through the Small Business Development Center and the Business 911 program, providing turnaround assistance for businesses in crisis and helping businesses stabilize and grow. For more information, visit www.edc-vc.com.

MISSION STATEMENT

The EDC-VC's vision is to maintain a healthy Ventura County economy through collaboration, education and training as a means to create and sustain quality jobs and improve wealth, thus enhancing the standard of living and quality of life throughout Ventura County.

COMMUNITY INVESTMENT LOAN FUND: OPENING DOORS TO QUALITY CHILD CARE FACILITIES



Research shows there are too few licensed child care and preschool spaces in Ventura County to meet demand. Shortages of affordable capital and the lack of technical business assistance for new construction and sustainable operation are significant barriers to creating more spaces. As a long-term investment in the region's children and economy, the Economic Development Collaborative-Ventura County and First 5 Ventura County are partnering on an investment program to build more child care and early childhood education capacity.

BUILDING CHILD CARE'S FUTURE

Quality preschool programs help children grow socially, emotionally and academically, with dramatic long-term results for individuals and communities. These programs also greatly benefit local business.

Quality child care and preschools benefit our economy by:

- Supporting working parents through the knowledge that their children are well-cared for, which increases employee productivity and decreases absenteeism
- Enhancing business recruitment and retention, as regions with quality preschool systems produce higher academic achievers and better prepared adults
- Creating good local jobs
- Increasing the investment in our next generation's educational and career success
- Creating a thriving community that spends fewer dollars on expensive remedial and social service programs

Sources: *Pew Partnership for America's Economic Success, RAND Study*

WHO WE ARE

EDC-VC is a private, nonprofit organization that serves as a business-to-government liaison to assist businesses in Ventura County by offering programs that enhance the economic vitality of the region.

First 5 Ventura County invests Proposition 10 tobacco tax revenue in local programs and services that support health, early learning and family strengthening for children 0-5 and their families.

COMMUNITY INVESTMENT LOAN FUND

The Community Investment Loan Fund provides below-market financing for developing licensed quality child care and preschool facilities for Ventura County's children. Loans may be used for the planning, construction, expansion and rehabilitation of new or existing licensed child care and preschool centers. The fund's goal is to promote and fund a measurable increase in the number of child care and preschool spaces.

The Community Investment Loan Fund program features:

- Low-cost and affordable credit terms
- Guidance in preparing loan application documents
- Interest rates ranging from two points below prime rate to two points above
- Separate loan products for planning and development, construction and long-term amortized financing
- Pre-financing technical assistance and professional business assistance for loan applicants
- Liaison to city and county planning and permitting offices
- Connection to other financing, child care and preschool community resources

WHO CAN APPLY?

- For-profit businesses or organizations
- Nonprofit organizations
- School districts
- Public entities
- Employers and private developers

For more information, contact EDC-VC at 805-384-1800 or www.edc-vc.com



BUSINESS ASSISTANCE PROGRAM: SERVING BUSINESSES IN MOORPARK AND THE SANTA CLARA RIVER VALLEY



In 2011, the Ventura County Board of Supervisors and Economic Development Collaborative-Ventura County jointly established the Moorpark and Santa Clara River Valley Business Assistance Program, drawing on federal Community Development Block Grant funds to support local business growth.

OVERVIEW

Moorpark, Santa Paula, Fillmore and Piru businesses can access services for small business development through technical assistance/consulting services and business loans.

SMALL BUSINESS ASSISTANCE

EDC-VC's Small Business Development Center provides free business consulting services and low-cost workshops to companies in Moorpark and Santa Clara River Valley.

EDC-VC's SBDC's expert consultants offer assistance in these areas:

- Business plans
- Capital sourcing
- Government contracting and procurement
- Financing/Loan packaging assistance
- Human resources
- Legal issues
- Start-up assistance
- Marketing/Sales
- International trade
- Managing a business
- Technology
- e-commerce/Social media

For information, contact EDC-VC's SBDC at 805-384-1800 x21 or kelly.noble@edcsbdc.org.

MORE ABOUT WHAT WE DO

A regional public/private economic development organization, EDC-VC works to maintain the county's economic health and vitality, delivering programs that promote jobs and economic growth, and raise overall productivity and incomes.



1601 Carmen Drive, Suite 215
Camarillo, CA 93010
805-384-1800, www.edc-vc.com

SMALL BUSINESS LOANS

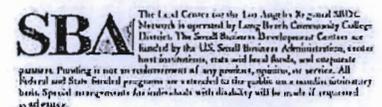
Qualifying businesses in Moorpark and the entire Santa Clara River Valley area can receive loans of up to \$25,000. The loan program is aimed at helping business owners overcome some of the hurdles to successful entrepreneurship.

EDC-VC will provide credit analysis and underwriting services for the loan program, assisting firms in accessing capital to support business growth.

Low-interest loans are designed to create jobs and support the growth of Moorpark and the entire Santa Clara River Valley area small business community. Small business loans are not restricted, so funds can be used for:

- Business-related expenses including inventory and accounts payable and receivable.
- Promotional materials to attract new customers.
- Working capital for the acquisition of an existing business, building, machinery, equipment, furniture, fixtures and vehicles.
- Renovation and exterior improvements involving landscaping, facades, signage and parking areas.

For more information about this loan program, contact Joe Palmer, EDC-VC loan officer, at 805-384-1800 x22, joe.palmer@edc-vc.com. Moorpark businesses also can call the Redevelopment Manager's office at 805-517-6217, and Santa Paula businesses, Elisabeth Amador, City Manager's Economic Development office, at 805-525-2873.



THE CITY OF VENTURA BUSINESS ASSISTANCE LOAN PROGRAM



MORE ABOUT WHAT WE DO

A regional public/private economic development organization, EDC-VC works to maintain the county's economic health and vitality, delivering programs that promote jobs and economic growth and raise overall productivity and incomes. EDC-VC offers consulting and workshops through the Small Business Development Center for all-encompassing business assistance, Business 911 for turnaround help, and two other loan programs. For more information, visit www.edc-vc.com.

OVERVIEW

Through its Business Assistance Program, the city of Ventura funds three separate loan options. One is a small business or micro-enterprise program; the second is designed to revitalize the city's older commercial districts through building rehabilitation, such as through facade and structural improvements; the third is to support commercial property owners with code compliance. All of these loan programs are aimed at assisting business owners overcome some of the hurdles to successful entrepreneurship.

EDC-VC's role is to provide business counseling and loan application assistance to business and building owners and to handle all loan underwriting and subsequent servicing. EDC-VC maintains a Loan Administration Board for the review and approval of loan applications.

More information is available through the city of Ventura Community Development Department, Economic Development and Revitalization Division, at 805-677-3935, or contact Joe Palmer, EDC-VC loan officer, 805-384-1800 x22; joe.palmer@edc-vc.com.

SMALL BUSINESS LOANS

Offers low-interest loans designed to create jobs and support the growth of Ventura's small business community. Small business loans from \$10,000 to \$50,000 can be used for:

- Business related expenses including inventory and accounts payable and receivable.
- Working capital for the acquisition of an existing business, building, machinery, equipment, furniture, fixtures and vehicles.
- Renovation and exterior improvements involving landscaping, facades, signage and parking areas.

COMMERCIAL REHABILITATION LOANS

Offers low-interest loans designed to revitalize the city's older commercial districts. Owners of businesses and commercial property within the downtown, midtown and westside areas are eligible for loans from \$10,000 to \$50,000, which can be used for:

- Architectural and engineering services for preliminary construction designs and cost estimates (i.e., site plans, design concepts, color building elevations and signage designs).
- Payment of development fees for building permits, inspection services and utility conversions.
- Facade and tenant improvements to signage, lighting, windows, doors, awnings and fascia.
- Historic preservation activities for properties in commercial use.

CODE COMPLIANCE

Offers loans from \$10,000 to \$25,000, which can be used for:

- General property maintenance improvements to exterior and interior lighting, windows, doors, exterior fences and facade maintenance (i.e., cleaning and painting).
- Parking area and drainage improvements related to paved aprons, curbs, wheel stops and striping.
- Structural and seismic improvements to building supports, walls, roofs, ceilings, and plumbing and electrical systems.
- Modifications pursuant to the Americans with Disabilities Act.



1601 Carmen Drive, Suite 215, Camarillo, CA 93010
805-384-1800, www.edc-vc.com

ATTACHMENT D

**EDC-VC Small Business Intake Forms; EDC-VC CDBG
Eligibility, Client Income/Race/Ethnicity
Documentation Form**

CLIENT INFORMATION

Dr. Mr. Miss Mrs. Ms.

First Name		Middle Initial	Last Name	
Home #	Cell #	Work #	Fax #	
E-Mail				
Address				
City	State	Zip	County	

GENDER

Male Female

ETHNIC GROUP

- Asian
- Black/African-American
- Native American/Alaskan Native
- Native Hawaiian/Pacific Islander
- White
- Hispanic origin
- Not of Hispanic origin

BUSINESS CERTIFICATIONS

- Certified SDB or SBA 8(a) Small Business
- Disadvantaged Small Business
- Large
- Minority-owned Small Business
- Woman-owned Small Business
- Other Small Business

DO YOU CONDUCT BUSINESS ONLINE?

Yes No

TYPE OF BUSINESS

- | | | |
|---|--|--|
| <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Administration and Support |
| <input type="checkbox"/> Import/Export | <input type="checkbox"/> Finance and Insurance | <input type="checkbox"/> Arts/Entertainment/Recreation |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Public Administration | <input type="checkbox"/> Accommodation/Food Services |
| <input type="checkbox"/> Educational Services | <input type="checkbox"/> Transportation/Warehousing | <input type="checkbox"/> Real Estate/Rental/Leasing |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Health Care/Social Assistance | <input type="checkbox"/> Waste Management/Remediation Services |
| <input type="checkbox"/> Information | <input type="checkbox"/> Professional/Scientific/Tech Services | <input type="checkbox"/> Enterprise or Company Management |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Agriculture/Forestry/Fishing/Hunting | <input type="checkbox"/> Other services (except Public Administration) |
| <input type="checkbox"/> Utilities | <input type="checkbox"/> Green/Sustainable | |

INDUSTRY CLASSIFICATION CODE

- Standard Industrial Classification (SIC): _____
- North American Industry Classification System (NAICS): _____

BUSINESS OWNERSHIP (company gender)

- Male
- Female (more than 50% female-owned)
- Male/Female

COMPANY STATUS

- Pre-venture
- Start-up: In business less than 12 mos.; Date established: ___/___/___
- In business more than 12 mos.; Date established: ___/___/___

ANNUAL REVENUES (most recent full business year)

\$ _____

VETERAN STATUS

Non-veteran Veteran Service-disabled Veteran

RESERVIST STATUS

- National Guard National Guard Active Duty
- Reservist Reservist Active Duty

DISABLED

Yes No

AGE: Between 14-27?

Yes No

WHAT IS THE LEGAL ENTITY OF YOUR BUSINESS?

If incorporated, in which state? _____

- Corporation
- Limited Liability
- Non-Profit
- Partnership
- Sole Proprietorship
- Sub S Corporation

IS THIS A HOME-BASED BUSINESS?

Yes No

COMPANY VETERAN

- Non-veteran
- Veteran
- Service-disabled Veteran

EMPLOYEES

Full-time _____
Part-time _____

AMOUNT INVESTED

\$ _____

Name of Business			
Business Address			
City	State	Zip	County
E-Mail		Work #	Fax #
Website/URL			
Product Description			

I request business management assistance from the Small Business Administration (SBA)/Small Business Development Center (SBDC). I agree to cooperate should I be selected to participate in surveys designed to evaluate SBA/SBDC assistance services. I authorize the SBA/SBDC to furnish relevant information to the assigned management counselor(s), although I expect that information to be held in strict confidence by him/her.

I further understand that all counselors have agreed not to recommend goods or services from sources in which they have an interest. SBA/SBDC will not accept fees or commissions developing from this counseling relationship. By my signature below, and in consideration of the center's furnishing of management or technical assistance, I waive all claims against SBA, SCORE, Long Beach Community College District, Economic Development Collaborative, SBDC and its host organization.

I understand that there are no warranties or assurances in connection with the counseling assistance.

_____/_____/_____
Signature of Requester **Date**

I do not wish to receive additional information regarding services or training events by email of postal service. ____ Initial

BELOW IS FOR OFFICE USE ONLY (to be completed by SBDC Counselor)

TYPE OF COUNSELING

- Face-to-Face Online Telephone

BUSINESS STATUS

- Still exploring/planning
 Already in operation
 No longer in business

INTERNATIONAL TRADE

- Yes
 No

LANGUAGE USED

- English Vietnamese
 Spanish
 Other: _____

HOW DID CLIENT HEAR ABOUT US? (Mark all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Flyer/Mailing | <input type="checkbox"/> College/University | <input type="checkbox"/> Workshop/Training seminar |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Yellow pages |
| <input type="checkbox"/> Media/TV/Radio | <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> SCORE |
| <input type="checkbox"/> SBA | <input type="checkbox"/> Bank: _____ | <input type="checkbox"/> Other SBDC: _____ |
| <input type="checkbox"/> Other business owner | <input type="checkbox"/> SBDC client or word-of-mouth | <input type="checkbox"/> Other: _____ |

REFERRED CLIENT

- To in-house SBDC counselor for:
- | | | | | |
|--|-------------------------------------|---------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Business plan | <input type="checkbox"/> Loan | <input type="checkbox"/> Web design | <input type="checkbox"/> Import/Export | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Accounting | <input type="checkbox"/> Other: _____ | | |
- To workshop or training for
- | | | | | |
|--|--------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Business plan | <input type="checkbox"/> Legal | <input type="checkbox"/> QuickBooks | <input type="checkbox"/> Import/Export | <input type="checkbox"/> Marketing/Sales |
| <input type="checkbox"/> Other: _____ | | | | |
- To funding source
- | | | |
|------------------------------|------------------------------|--------------------------------------|
| <input type="checkbox"/> PCR | <input type="checkbox"/> SBA | <input type="checkbox"/> Bank: _____ |
|------------------------------|------------------------------|--------------------------------------|
- Referred to
- | | | |
|--|---|--|
| <input type="checkbox"/> SCORE | <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> Business license or government agency |
| <input type="checkbox"/> Other SBDC: _____ | <input type="checkbox"/> International Trade Office | <input type="checkbox"/> Other: _____ |

_____/_____/_____
Counselor's signature **Date**

If your company is currently exporting, please indicate the countries to which your company exports: (Mark all that apply)

- | Asia | Africa | Caribbean | Central America | Europe Cont. |
|--|--|--|--|--|
| <input type="radio"/> Afghanistan | <input type="radio"/> Algeria | <input type="radio"/> Uganda | <input type="radio"/> Belize | <input type="radio"/> Vatican City |
| <input type="radio"/> Bahrain | <input type="radio"/> Angola | <input type="radio"/> Zambia | <input type="radio"/> Costa Rica | |
| <input type="radio"/> Bangladesh | <input type="radio"/> Benin | <input type="radio"/> Zimbabwe | <input type="radio"/> El Salvador | |
| <input type="radio"/> Belarus | <input type="radio"/> Botswana | | <input type="radio"/> Guatemala | North America |
| <input type="radio"/> Bhutan | <input type="radio"/> Burkina Faso | <input type="radio"/> Anguilla | <input type="radio"/> Honduras | <input type="radio"/> Bermuda |
| <input type="radio"/> Brunei | <input type="radio"/> Burundi | <input type="radio"/> Antigua & Barbuda | <input type="radio"/> Nicaragua | <input type="radio"/> Mexico |
| <input type="radio"/> Burma | <input type="radio"/> Cameroon | <input type="radio"/> Aruba | <input type="radio"/> Panama | <input type="radio"/> Canada |
| <input type="radio"/> Cambodia | <input type="radio"/> Cape Verde | <input type="radio"/> Bahamas | | South America |
| <input type="radio"/> China | <input type="radio"/> Central African Republic | <input type="radio"/> Barbados | Europe | <input type="radio"/> Argentina |
| <input type="radio"/> East Timor | <input type="radio"/> Chad | <input type="radio"/> Virgin Islands (British) | <input type="radio"/> Austria | <input type="radio"/> Bolivia |
| <input type="radio"/> Georgia | <input type="radio"/> Comoros | <input type="radio"/> Cayman Islands | <input type="radio"/> Azerbaijan | <input type="radio"/> Brazil |
| <input type="radio"/> Hong Kong | <input type="radio"/> Congo | <input type="radio"/> Cuba | <input type="radio"/> Albania | <input type="radio"/> Chile |
| <input type="radio"/> India | <input type="radio"/> Democratic Republic of Congo | <input type="radio"/> Dominica | <input type="radio"/> Armenia | <input type="radio"/> Colombia |
| <input type="radio"/> Indonesia | <input type="radio"/> Cote d'Ivoire | <input type="radio"/> Dominical Republic | <input type="radio"/> Belgium | <input type="radio"/> Ecuador |
| <input type="radio"/> Iran | <input type="radio"/> Djibouti | <input type="radio"/> Grenada | <input type="radio"/> Bosnia-Herzegovina | <input type="radio"/> Guyana |
| <input type="radio"/> Iraq | <input type="radio"/> Egypt | <input type="radio"/> Haiti | <input type="radio"/> Bulgaria | <input type="radio"/> Paraguay |
| <input type="radio"/> Israel | <input type="radio"/> Equatorial Guinea | <input type="radio"/> Jamaica | <input type="radio"/> Croatia | <input type="radio"/> Peru |
| <input type="radio"/> Japan | <input type="radio"/> Eritrea | <input type="radio"/> Montserrat | <input type="radio"/> Cyprus | <input type="radio"/> Suriname |
| <input type="radio"/> Jordan | <input type="radio"/> Ethiopia | <input type="radio"/> Netherlands Antilles | <input type="radio"/> Czech Republic | <input type="radio"/> Uruguay |
| <input type="radio"/> Kazakhstan | <input type="radio"/> Gabon | <input type="radio"/> St. Kitts and Nevis | <input type="radio"/> Denmark | <input type="radio"/> Venezuela |
| <input type="radio"/> Korea, North | <input type="radio"/> Gambia | <input type="radio"/> St. Lucia | <input type="radio"/> Estonia | |
| <input type="radio"/> Korea, South | <input type="radio"/> Ghana | <input type="radio"/> Lt. Vincent and Grenadines | <input type="radio"/> Finland | Oceania |
| <input type="radio"/> Kuwait | <input type="radio"/> Guinea | <input type="radio"/> Trinidad and Tobago | <input type="radio"/> France | <input type="radio"/> Australia |
| <input type="radio"/> Kyrgyzstan | <input type="radio"/> Guinea-Bissau | | <input type="radio"/> Germany | <input type="radio"/> New Zealand |
| <input type="radio"/> Laos | <input type="radio"/> Kenya | | <input type="radio"/> Greece | <input type="radio"/> Cook Islands |
| <input type="radio"/> Lebanon | <input type="radio"/> Lesotho | | <input type="radio"/> Hungary | <input type="radio"/> Fiji |
| <input type="radio"/> Macau | <input type="radio"/> Liberia | | <input type="radio"/> Iceland | <input type="radio"/> Kiribati |
| <input type="radio"/> Malaysia | <input type="radio"/> Libya | | <input type="radio"/> Ireland | <input type="radio"/> Marshall Islands |
| <input type="radio"/> Maldives | <input type="radio"/> Madagascar | | <input type="radio"/> Italy | <input type="radio"/> Nauru |
| <input type="radio"/> Micronesia | <input type="radio"/> Malawi | | <input type="radio"/> Latvia | <input type="radio"/> Palau |
| <input type="radio"/> Mongolia | <input type="radio"/> Mali | | <input type="radio"/> Liechtenstein | <input type="radio"/> Papua New Guinea |
| <input type="radio"/> Nepal | <input type="radio"/> Mauritania | | <input type="radio"/> Lithuania | <input type="radio"/> Samoa |
| <input type="radio"/> Oman | <input type="radio"/> Mauritius | | <input type="radio"/> Luxembourg | <input type="radio"/> Solomon Islands |
| <input type="radio"/> Pakistan | <input type="radio"/> Morocco | | <input type="radio"/> Macedonia | <input type="radio"/> Tonga |
| <input type="radio"/> Philippines | <input type="radio"/> Mozambique | | <input type="radio"/> Malta | <input type="radio"/> Tuvalu |
| <input type="radio"/> Qatar | <input type="radio"/> Namibia | | <input type="radio"/> Moldova | <input type="radio"/> Vanuatu |
| <input type="radio"/> Russia | <input type="radio"/> Niger | | <input type="radio"/> Monaco | |
| <input type="radio"/> Saudi Arabia | <input type="radio"/> Nigeria | | <input type="radio"/> Montenegro | Other |
| <input type="radio"/> Singapore | <input type="radio"/> Rwanda | | <input type="radio"/> Netherlands | <input type="radio"/> Subcontractor for Exporter |
| <input type="radio"/> Sri Lanka | <input type="radio"/> Sao Tome and Principe | | <input type="radio"/> Norway | <input type="radio"/> Sell to fill-freight |
| <input type="radio"/> Syria | <input type="radio"/> Senegal | | <input type="radio"/> Poland | |
| <input type="radio"/> Tajikistan | <input type="radio"/> Seychelles | | <input type="radio"/> Portugal | |
| <input type="radio"/> Taiwan | <input type="radio"/> Sierra Leone | | <input type="radio"/> Romania | |
| <input type="radio"/> Thailand | <input type="radio"/> Somalia | | <input type="radio"/> Serbia | |
| <input type="radio"/> Turkey | <input type="radio"/> South Africa | | <input type="radio"/> Slovak Republic | |
| <input type="radio"/> Turkmenistan | <input type="radio"/> Sudan | | <input type="radio"/> Slovenia | |
| <input type="radio"/> United Arab Emirates | <input type="radio"/> Swaziland | | <input type="radio"/> Spain | |
| <input type="radio"/> Uzbekistan | <input type="radio"/> Tanzania | | <input type="radio"/> Sweden | |
| <input type="radio"/> Vietnam | <input type="radio"/> Togo | | <input type="radio"/> Switzerland | |
| <input type="radio"/> Yemen | <input type="radio"/> Tunisia | | <input type="radio"/> Turkey | |
| | | | <input type="radio"/> Ukraine | |
| | | | <input type="radio"/> United Kingdom | |

COMPANY DETAIL

Description of Business:

Current Company Status:

If declining, how many jobs would you estimate are at risk at this time? _____
Including owner(s) of the company

Are you behind on payroll, payables, loan payments or rent? _____ Yes _____ No

Do you have a significant negative cash flow? _____ Yes _____ No

Is there new or increased competition? _____ Yes _____ No

Has disaster struck? _____ Yes _____ No

Are there detrimental changes in costs of goods sold? _____ Yes _____ No

Are there any other transitional hardships? _____ Yes _____ No

If yes Please explain: _____

Have you had a reduction in workforce or work hours? _____ Yes _____ No

I request business management assistance from the EDC-VC. I agree to cooperate should I be selected to participate in surveys designed to evaluate EDC-VC assistance services. I authorize the EDC-VC to furnish relevant information to the assigned management counselor(s), although I expect that information to be held in strict confidence by him/her.

I further understand that all counselors have agreed not to recommend goods or services from sources in which they have an interest. EDC-VC will not accept fees or commissions developing from this counseling relationship. By my signature below, and in consideration of the EDC-VC's furnishing of management or technical assistance, I waive all claims against the EDC-VC.

I understand that there are no warranties or assurances in connection with the counseling assistance.

Client Signature

Date

Client Follow up- Milestones & Economic Impact

COUNSELOR: _____

DATE: _____

CLIENT MILESTONES Type of session: Face to Face Online Telephone

Mr. Mrs. Ms.

Client Name: (please use the same name from original 641 Part I)		
E-Mail	Home #	Cell #
Company Name:		Work #

Client Initial

MILESTONE TYPE: (TO BE FILLED OUT BY CONSULTANT)

DATE OF INITIAL COUNSELING SESSION: _____ **INITIAL # OF JOBS:** _____ **INITIAL VALUE OF BUSINESS:** _____

<input type="checkbox"/> 8(a) Status Obtained	<input type="checkbox"/> Jobs Retained- # _____
<input type="checkbox"/> Bought Business- Value \$ _____	<input type="checkbox"/> New Business Partner
<input type="checkbox"/> Business Expansion- Value \$ _____	<input type="checkbox"/> New Location
<input type="checkbox"/> Change in Exports- Value \$ _____	<input type="checkbox"/> New Product Line- Value \$ _____
<input type="checkbox"/> Change in Profits- Value \$ _____	<input type="checkbox"/> New Technology- Value \$ _____
<input type="checkbox"/> Change in Sales- Value \$ _____	<input type="checkbox"/> Other
<input type="checkbox"/> Change in Staff- # _____	<input type="checkbox"/> Patent Obtained- Value \$ _____
<input type="checkbox"/> Changed Legal Form	<input type="checkbox"/> Responded to Survey
<input type="checkbox"/> Copyright Obtained- Value \$ _____	<input type="checkbox"/> Sold the Business- Value \$ _____
<input type="checkbox"/> EDI Implementation- Value \$ _____	<input type="checkbox"/> Started Business- Value \$ _____
<input type="checkbox"/> Entered a Joint Venture- Value \$ _____	<input type="checkbox"/> Success Story
<input type="checkbox"/> Improved Cost of Goods Sold- Value \$ _____	<input type="checkbox"/> Trademark Obtained- Value \$ _____
<input type="checkbox"/> Increased Part-Time Staff- # _____	
<input type="checkbox"/> Jobs Created- # _____	

CURRENT # OF JOBS: _____ **CURRENT GROSS REVENUE/ SALES:**\$ _____ **+PROFITS/ -LOSSES \$** _____

COMMENTS/ SUMMARY: _____

FUNDING SOURCE:		REPORTABLE:
<input type="checkbox"/> DLA	<input type="checkbox"/> SBA	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other Federal	<input type="checkbox"/> State	
<input type="checkbox"/> Local	<input type="checkbox"/> Department of Commerce	
<input type="checkbox"/> Other	<input type="checkbox"/> County	
<input type="checkbox"/> Private		

Did counseling received result in starting a business? Yes No

SBA or Resource Partner Service Contributed to the Following:	
	No. of Government Contracts or Subcontracts Received
\$ _____	Total Amount of SBA Loans
\$ _____	Dollar Value of Government Contracts/Subcontracts Received
\$ _____	Total Amount of Non-SBA Loans
	No. of Certifications (i.e. SDB, HUB Zone, 8(a), local certifications, etc.) Received

**ECONOMIC DEVELOPMENT COLLABORATIVE – VENTURA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**EMPLOYEE CERTIFICATION FORM
BY EMPLOYER**

The Economic Development Collaborative-Ventura County's **Small Business Loan/Technical Assistance** Program is a federally funded program through the Department of Housing and Urban Development (HUD). As such, HUD requires that documentation be provided to report household income levels for persons hired as a result of the program participation. Since you received services funded by HUD dollars, it will be necessary to provide the following information for the employee(s) that were hired to meet this requirement. All records will remain confidential and are used for statistical data reporting only.

PLEASE TYPE OR PRINT IN INK (to be completed by employee)

Name of Employee: _____
 Number of family members in household (including employee): _____
 Job title or position: _____ Full Time or Part Time (circle one)
 Brief job description and skills: _____

Please indicate the employee's racial group (if known):

	Race Categories	Check only one race category	Check if also Hispanic
1	American Indian <i>or</i> Alaska Native		
2	Asian		
3	Black <i>or</i> African American		
4	Native Hawaiian <i>or</i> Other Pacific Islander		
5	White		
6	American Indian <i>or</i> Alaska Native <i>and</i> White		
7	Asian <i>and</i> White		
8	Black <i>or</i> African American <i>and</i> White		
9	American Indian <i>or</i> Alaska Native <i>and</i> Black <i>or</i> African American		
10	Balance/Other		

	Race Category - Hispanic/Latino	Check only one race category
1	Mexican/Chicano	
2	Puerto Rican	
3	Cuban	
4	Other Hispanic/Latino	

First, circle the total number of family members. Then circle the income range to the right that most reflects your total family income before you came to work with this employer:

Table A – County of Ventura – ~~enter year adjusted annually~~ Effective: ~~enter date~~

Family size	30%	Very Low – 50%	Low/Moderate – 80%
1	\$0 - \$	\$ - \$	\$- \$
2	\$0 - \$	\$- \$	\$- \$
3	\$0 - \$	\$- \$	\$- \$
4	\$0 - \$	\$- \$	\$- \$
5	\$0 - \$	\$- \$	\$- \$
6	\$0 - \$	\$- \$	\$- \$
7	\$0 - \$	\$- \$	\$- \$
8	\$0 - \$	\$- \$	\$- \$

Employee Signature

Date

I hereby certify that the employee identified above is employed by _____
Name of Business
on this date.

Employer's Signature

Date