



ED-900 – General Application for EDA Programs

A. Applicant Information

A.1. EDA Application Identifier (if available):

A.2. Please identify all applicants for this project:

	Name	SAM.gov CAGE Code	SAM.gov Registration Expiration Date	Fiscal Year End Date (mm/dd)
Lead Applicant	County of Mendocino	4V2A8	08/21/2018	06/30
Co-Applicant 1	Economic Development Finance Corporation			
Co-Applicant 2	West Company			

B. Project Information

B.1. Define and describe the region in which the investment (project) is located

Mendocino County is a medium sized rural county that borders Humboldt, Lake, Sonoma, Trinity, Glenn, and Tehama counties and the Pacific Ocean to the west in Northern California. Mendocino County has a population of 87,409 people with a median age of 42 and a median household income of \$43,510. The population of the county is relatively steady, with some out migration caused by the recent Redwood Complex Fire which burned 35,800 acres and 387 family residences. The fire disaster created immediate, intermediate, and long term negative impacts on the local economy and citizens of the county. The local disaster impacts are exacerbated by the regional fire disasters that occurred concurrently in Sonoma, Lake, and Napa counties in October 2017.

The population of the county is 66.4% White, 24% Hispanic, and 3.63% Other. Nearly 92% of the population are US citizens. The economy employs 36,803 people in agriculture, forestry, fishing, hunting, arts, entertainment, recreation, public administration, social assistance, health care, retail trade, utilities, tech services, transportation and warehousing. The economy is seasonal, subject to the annual agriculture and tourism sectors fluctuations. There is a high concentration of employment in the health care and social services sectors.

There is a lack of year-round light manufacturing employment opportunities which would provide a livable wage for local employees, lack of critical broadband infrastructure, and a need for expanded outreach to entrepreneurs in the isolated areas of the county.

B.2. Describe and outline the scope of work for the proposed EDA investment

It is the intent of the County to access EDA funds for the purpose of funding an Economic Recovery Coordinator and funding for its two co-applicants, the Mendocino County Economic Development and Financing Corporation, and West Company, a microenterprise service provider, for a two-year period. The funding application has been prepared based on input from the EDA Field Representative for the region, the parameters of EDA funding and senior County and co-applicant staff.

The economic recovery coordinator position is to be established at the Administrative Analyst Senior level within the County Administrative Office. For the purposes of the EDA application budget sheet, we have used an annual salary of \$68,000, with a 33.6% cost for benefits, resulting in an annual position cost total of \$90,848. We have included equipment costs at \$5,500 for one year and travel costs at \$5,000 for each year. The contract work to be provided by the co-applicants will be provided based on the capacity and expertise of each entity at a \$50,000 level for each entity annually.

The total project budget for two years is \$501,180. The EDA grant request amount is \$397,180, and the local cash match, to be provided by the county general fund, is \$104,000.

The Lead Role, Economic Recovery Coordinator

Under the leadership of the County Executive Office, the coordinator will be responsible for the County's recovery efforts related to housing, economic recovery, and infrastructure. The Coordinator will serve with a high degree of responsibility and authority to help prepare and ensure the County's Recovery and Resilience Plan is implemented. In conjunction with the County Executive Office, the Coordinator will also track State and Federal legislative activity and communication strategies related to disaster recovery and community resilience.

The Coordinator will work with, and serve as the County's primary point of contact for key County leaders, subject matter experts, the EDFC, the West Company, and community partners. This team, led by the Coordinator, will conduct research, community outreach, and data analysis, develop recommendations, provide input and support for the Board of Supervisors in developing the County's Recovery and Resilience Plan, and oversee plan implementation. In conjunction with the local stakeholders, the Coordinator will also track State and Federal legislative activity and communication strategies related to disaster recovery and resilience.

Initially, the Coordinator will participate in the organization, input, and monitoring of State and Federal temporary programs, such as the debris removal mission under the Army Corps of Engineers, FEMA Temporary Housing, and other benefits/programs made available to the community. With the development of the County's Recovery and Resilience Plan, and the conclusion of temporary programs, the Coordinator will shift focus to Plan development and implementation and long-term recovery and resiliency activities. In some cases, the Coordinator will take a leadership role in the areas of Housing, Economic Recovery, Safety Net, and Infrastructure Development. Based on areas of assignment, prior experience and proven success in the following areas the Economic Recovery Coordinator will take the lead in the following activities at the direction of the County Administrative Office.

- Economic development agencies/organization within Mendocino County, State and Federal

economic development resources, business incentives supporting small business, workforce development, and policies for businesses development and retention.

- Engaging directly with the community including immigrant and undocumented populations, coordination with service providers to enhance local services and resources, increase protections for families and individuals, and advocacy for greater State and Federal resources.
- Assessing infrastructure impacts from disasters, clean up and repair, increased investment to create more resilient communication (broadband) and transportation infrastructure, and securing resources for long-term infrastructure investments.

Most importantly, the Economic Recovery Coordinator will be responsible for overseeing and participating in the development of a Mendocino County Economic Recovery and Resiliency Plan. The County will work with the Economic Development and Financing Corporation, who will carry out many of the activities in the planning process. The purpose of the plan will be to create a strategic framework for the activities and efforts of local governments, agencies, and organizations to create a resilient economy in Mendocino County following the outlined process:

Develop Baseline Economic Status Report - Identify 5-10 key metrics that can be used to measure the status of the post-disaster economy and provide a report that analyzes these metrics and provides critical baseline information for the planning process.

Community Survey - Conduct a statistically valid online survey of Mendocino County residents to understand what the public envisions as a recovered and resilient economy. This will be followed by a qualitative survey of 5-10 business owners to get a different layer of detail.

Stakeholder Input Forum - Coordinate and organize a stakeholder forum for governmental, non-profit, and community partners that are essential to economic recovery and resiliency. The purpose of which will be to identify existing resources, programs, and projects, identify gaps and opportunities, and establish buy-in for the goal of a recovered and resilient Mendocino County economy from stakeholders

Develop Draft Plan - Compile the research and information into a draft Mendocino County Plan for Economic Recovery and Resiliency

Final Adopted Plan - Present a final plan to be adopted by the Board of Supervisors and used by the local governments and stakeholders to support economic recovery and create economic resiliency.

Co-Applicant Roles and Responsibilities

The Economic Development and Financing Corporation, Economic Recovery and Resiliency Plan and Broadband Development Activities

The Economic Development and Financing Corporation (EDFC) was founded in 1995 by Mendocino County and the four cities; Fort Bragg, Point Arena, Ukiah, and Willits to coordinate economic development in Mendocino County. The County of Mendocino will lead the Economic Recovery and Resiliency project, however, the EDFC will play a critical role in coordinating with and getting buy-in from the other jurisdictions as well as local tribal governments and community partners.

The EDFC will work closely with the county Economic Recovery Coordinator to provide the necessary support to develop the Economic Recovery and Resiliency plan

by accomplishing the following tasks:

- Develop a baseline economic report with key economic indicators to understand the post-disaster economic situation and to provide metrics to measure recovery and resiliency. This includes:
 - Meet with local jurisdictions (including tribal representatives) to find out what economic data will help in their planning for economic recovery and resiliency
 - Conduct research on available data and the key indicators that will be most relevant to developing recovery and resiliency economic goals.
 - Source GIS based information and or conduct specialized research and data analysis as determined through the initial research
 - Create a set of indicators and a template for a quarterly report to monitor the progress of economic recovery and resiliency.
 - Develop a web-based system for public access to the quarterly economic data
 - Develop an e-news list of interested parties for regular distribution of the results of the quarterly economic recovery and resiliency indicators.
- The EDFC will work with the Economic Recovery Coordinator to develop and then conduct a preliminary online county-wide survey to get community-wide input on a vision for a recovered and resilient economy in Mendocino County. This will be used to create goals and a strategic framework for intermediate and long-term recovery and resiliency. The EDFC will use the online format because it will be the most efficient and effective way to reach as many residents of our large rural county as possible. Instead of public meetings, the online approach will allow individuals to participate on their own schedule and without having to travel long distances. EDFC and the Economic Recovery Coordinator will conduct public outreach via local libraries, community spaces, and community groups to ensure that as many people as possible are able to access and participate in this activity. The EDFC will also have a version of the survey in Spanish and will work with community partners to distribute it to our Spanish-speaking communities.
- The EDFC will follow up on the community survey by conducting 5-10 in-person qualitative surveys with representative individuals of Mendocino County.
- The EDFC will provide a summary of the outcomes of the above activities and prepare draft documents for review by the County Coordinator.
- The EDFC will organize and hold at least one stakeholder input forum that will bring together local governments, non-profits, community partners, and organizations that are critical to economic recovery. The purpose of this forum will be to:
 - Identify current economic recovery and resiliency activities
 - Identify gaps in service
 - Develop countywide goals for recovery and resiliency
 - Identify the activities and projects necessary to achieve recovery and resiliency goals.
 - Obtain countywide buy-in to the recovery and resiliency plan
- The EDFC will work with the Economic Recovery Coordinator to process all of the data obtained in the planning process and will draft a Plan for Economic Recovery and Resiliency in Mendocino County.
- The EDFC will work with the County Coordinator and the local jurisdictions to revise the draft plan as needed.

While the County Economic Recovery Coordinator will be responsible for presenting

the plan to the Board of Supervisors for adoption, the EDFC will be the lead for presenting the plan to the other four jurisdictions for adoptions. The EDFC will provide quarterly reports on the progress of economic recovery to the County Economic Recovery Coordinator.

Over the course of the EDA project, the EDFC will coordinate quarterly meetings for the economic development representative for each jurisdiction. This activity will be coordinated with the quarterly economic recovery and resiliency indicators report and will provide an opportunity to discuss progress or issues and coordinate future projects. The EDFC will work with the Economic Recovery Coordinator, local jurisdictions, and community partners to identify projects that meet the strategic goals of the economic recovery and resiliency plan. The EDFC will also help identify funding sources for these projects in close cooperation with the Economic Recovery Coordinator.

Broadband Development Activities

Mendocino County is a diverse rural area that, like many rural areas throughout the U.S., suffers from inadequate broadband access. To address this challenge, the Community Foundation of Mendocino County joined forces with the Economic Development and Financing Corporation, the Mendocino Coast Broadband Alliance and County Government to form the Broadband Alliance of Mendocino County. The County has been providing financial support to the county wide Broadband Alliance. One of the efforts of the Alliance has been the development of the Mendocino County Broadband Plan to address the inadequate broadband access for communities within the county. Unfortunately, the current plan of 2012 is no longer current and needs to be updated to incorporate lessons learned during the recent fires and to take advantage of changes in broadband technology and funding resources.

This long term inadequate accessibility has been worsened in Mendocino County and the region by the fires of October 2017 according to the *Telecommunications Outage Report: Northern California Firestorm 2017*, prepared by the North Bay/North Coast Broadband Consortium and published in April 2018. The report indicates that in addition to the actual loss of minimal broadband service in rural communities caused by the fires, there is no capacity or plan to create redundant and resilient solutions and best practices for telecommunication networks that are suitable in every topographical region that helps prepare for wildfires and other natural disasters. For Mendocino County the problem is twofold, the existing broadband services are inadequate or nonexistent and are subject to destruction by disasters with no backup or preventive measures in place to mitigate the loss of service.

A key element of a recovered and resilient economy will include redundant high-speed in-depth internet access throughout Mendocino County. The EDFC will work in coordination with the other fire affected counties in the North Bay-North Coast Broadband Consortium to develop strategies to address the weaknesses in the tele-communication systems. The EDFC will work on the county's behalf to complete a five-year Strategic Plan for telecommunications improvements and resiliency. This plan will be a crucial component of the Economic Recovery and Resiliency Plan and will include a county wide needs assessment, coordination with existing broadband vendors, and working closely with the North Bay/North Coast Broadband Consortium to pursue projects and project funding. The EDFC will also create a list of identified projects and potential sources of funds, and partners

to pursue project funding.

The Role of West Company The Digital Learning Project

West Company is a 501 c (3) economic development organization established in 1988 specializing in providing technical assistance to small business and microenterprise through one on one consultations and workshops county wide. West Company is the SBA funded Small Business Development Center and Mendocino Women's Business Center. As an EDA Co-Applicant, the role of West Company will be to expand its current services to provide a more resilient economy by implementing the Digital Learning Project. The West Company will implement this effort in close cooperation with the long-term planning work described above.

In rural Mendocino County, the combination of sprawling geography and sparse population creates isolation. This isolation is one of the greatest challenges to small businesses development in rural areas because it inhibits collaboration, knowledge sharing, and access to markets. It limits opportunities to innovate and grow in today's fast-paced economy. This leads to a continuing cycle of impoverishment and limits tax revenues to local government to address social needs within their communities.

This project will create a culture and practice of digital technology use by providing small businesses with technical assistance to utilize and deploy trending digital tools that grow markets, increase sales, improve finances, and expand brand reputation. The current broadband capacity limitations in Mendocino County have been considered during the development of this project description. As broadband infrastructure improvements are made in the county, the digital learning project will increase the availability of resources for small businesses.

The Digital Learning Project will introduce rural Mendocino County micro-entrepreneurs to the digital economy opening new markets and increasing job creation. It will:

- Dismantle the fear of digital technology and minimize the strain of transition to more effective business tools.
- Foster confidence with digital tools among the County's micro-entrepreneurs that is necessary for the continuing growth of the local economy.
- Produce customized curriculum and deliver training designed to meet local business needs. (i.e., trending applications, financial portals, productivity software, and social media).
- Educate 90 small businesses, annually, with a core suite of financial, marketing, inventory, and human resource technology tools appropriate to their individual businesses.
- Provide drop-in digital salons for peer-to-peer learning and personalized 1:1 business counseling to support and ensure tools are deployed and utilized effectively.
- Create a story lab environment to ensure the journey is digitally captured, tracked, catalogued, and shared.

The West Company will establish tech hubs in the isolated areas of the county and link them to deliver classes, networking salons, and one on one counseling. Participants will come from a cross-section of the county, especially low and moderate income and women-owned businesses. Participants will have access to biweekly in-person workshops hosted by local experts and tailored to business conditions in the targeted

areas as well as online classes on technology trends delivered by out-of-area innovators.

These hubs will alleviate isolation by providing a gathering place for business owners to bring their devices and topics to discuss their challenges with those who have more confidence with their own use of technology. All participants will have the opportunity to produce online video stories of their learning experiences. West Company will provide a compilation video of the learning experience journey to share with the public to influence growth of business in the county.

This project will be implemented by West Company over the two-year period of the EDA grant in close cooperation with the County Economic Recovery Coordinator. Quarterly reports will be provided to the Coordinator, providing information about the number and types of businesses served, with adjustments made during the grant period based on lessons learned and the needs of the entrepreneurs being served.

In summation, the use of EDA funds, matched with County general funds, will be used to establish and hire a County Economic Recovery Coordinator, prepare a long term economic recovery and resiliency plan, improve broadband capacity and resiliency, and provide direct technical assistance to all businesses impacted by the fires of October 2017.

B.3. Economic development needs

B.3.a. Does the region in which the project will be located have a Comprehensive Economic Development Strategy (CEDS)?

Yes If Yes, what is the source? The newly formed Sonoma-Mendocino Counties Economic Development District operates under the guidance of the Comprehensive Economic Development Strategy prepared by Civic Analytics LLC and approved in November 2016.

No If No, then please check one:

B.3.a.i. An alternate strategic planning document that governs this investment is attached.

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B.3.a.ii. This investment is to develop a "strategy grant" to develop, update or refine a CEDS.

B.3.b. Describe the economic conditions of your region and the needs that this project will address.

As described in section B.1., Mendocino County is a rural county in Northern California with pockets of isolated communities, inadequate broadband infrastructure, cyclical unemployment, an economy in transition, and adversely impacted by the recent fire disasters. The financial and housing crises and subsequent recession had a profound negative impact on the Sonoma-Mendocino economy because of the region's high concentration of economic activity in the tourism and wine sectors which are fueled by consumer confidence and spending, particularly among higher-income households, as well as housing investment.

According to the 2016 CEDS, the 2008 recession had a dramatic effect on the Sonoma-Mendocino region, but Gross Domestic Product, (GDP) data suggests that the region was already in decline as early

as 2005-2006. Sonoma-Mendocino lost more than \$2 billion in real GDP in 2005-2009, a 10% decline compared to a loss of less than 1% for the state and national economies. In fact, on an inflation-adjusted basis, the regional economy was smaller in 2009 that it was in 2001.

Construction and real estate combined lost \$1.4 billion in real output in 2005-2009. Put another way, for every \$1 in GDP lost, \$0.62 can be traced to losses in construction and real estate. Real output in other consumer discretionary spending sectors, such as arts/entertainment, food, recreation, and accommodation, declined by \$166 million in 2005-2009, a small figure compared to the losses in construction and real estate, but twice (-18%) the statewide rate (-9%) and also well above the US rate (-7%).

Construction is still below pre-recession levels, resulting in a shortage of housing, even so, real estate and visitor spending industries in the region have rebounded sharply. In 2014, real estate had its second-best year, measured by real output growth, since 2001. Arts and entertainment, recreation, hotels, and food services combined reached an all-time high of \$967 million in real value added to GDP.

The October fires of 2107 have exacerbated the housing shortage referenced above by reducing total housing stock available for all residents. This fundamental problem will be addressed as part of the work to be done by the Economic Recovery Coordinator, pulling together training for construction workers, facilitating home building permit processing, working with housing developers and housing finance organizations, both private and public, and facilitating new housing construction as needed.

In addition, the economics in Mendocino County are dependent on the seasonal tourism and ag based sectors. This seasonality creates uneven employment and lower wages. In order to counteract this, the Economic Recovery Coordinator will facilitate the creation of a Countywide Economic Recovery and Resilience Plan to expand year-round employment opportunities and provide direct technical assistance to employers who will create year-round employment. It is anticipated that the Economic Recovery Coordinator will assist with the development and build out of the planned light manufacturing park being developed at the former Masonite property in North Ukiah.

The long-term inadequacy of the broadband infrastructure throughout Mendocino County is a barrier to business and community growth. The recent fires have made the problem worse. In order to address this, the Economic Recovery Coordinator, in cooperation with the EDFC, will be preparing a plan to develop redundant high speed in depth internet access for all citizens of the county.

There is a lack of access by entrepreneurs due to the rural and isolated topography of the county to broadband based digital technology. The West Company will address this barrier by setting up and operating the Digital Learning Project which will provide on line technical assistance and in person technical assistance to entrepreneurs throughout the county.

B.4. Applicant's capability

Briefly describe the applicant's capability to administer, implement, and maintain the project.

The County of Mendocino is a general law county. The Board of Supervisors, which serves as the legislative and executive body of County government and many special districts, is comprised of five full-time members elected by their respective districts. Pursuant to California Government Code, the Board enacts legislation governing Mendocino County and determines overall policies for County departments and various special districts, adopts the annual budget, and fixes salaries. The Board also hears appeals from decisions of various planning related committees and commissions in addition to considering such planning matters as the General Plan amendments.

The FY 2017-2018 county budget totaled \$274,965,398. The County manages multiple state and federal grant projects and programs. The Chief Executive Officer is appointed by the

Board and is responsible for the day to day administration of County affairs. The Economic Recovery Coordinator will be an employee of the County and a member of the County Administration Office team.

B.5. List and describe the strategic partners and organizations to be engaged in this project

The County of Mendocino is the lead co-applicant for this EDA project and is described above. The Economic Development and Financing Corporation (EDFC) is a co-applicant founded in 1995 by Mendocino County and the four cities: Fort Bragg, Point Arena, Ukiah, and Willits to coordinate and implement economic development in Mendocino County. The EDFC is a 501 c (3) nonprofit Community Development Financial Institution governed by a 21-member Board representing city, county, nonprofit, business, and banking. The EDFC day to day operations are managed by an Executive Director and Program Manager. The June 30, 2017 Statement of Financial Position indicates total liabilities and net assets in the amount of \$2,624,066. The EDFC manages multiple business loan programs and a Dedicated Public Offering program financed by local investors.

The West Company is a co-applicant and 501 c (3) non-profit entity established in 1988 to serve women owned, and minority entrepreneurs. The West Company hosts the SBA Small Business Development Center and Women's Business Center, serving all of Mendocino County small businesses and microenterprise with technical assistance in one on one consultations and workshops. The day to day operations of the West Company are provided by the Executive Director, the Business Advisor Director who manages the multiple consultants who provide direct services to entrepreneurs, an Administrative Assistant, and the Womens Business Center Program Director.

B.6. Describe the investment (project) impact and fit with EDA funding priorities

The creation of the Mendocino County Economic Recovery and Resiliency Plan will provide a county wide platform for the long term recovery from the Redwood Valley Complex Fire of October 2017 and the negative impacts of the housing recession in 2008 by developing the means to diversify the economy, facilitate the creation of more year round employment opportunities in light manufacturing and other year round employment sectors, increase housing stock, and very importantly, improve the capacity and redundancy of broadband services throughout the county. The development of in depth high speed broadband capacity is considered a fundamental building block for American business and our communities.

The provision for direct services by way of the Digital Learning Project to isolated areas of the county will provide entrepreneurs with knowledge, contacts, support, and access to markets for products otherwise unavailable to them. As broadband capacity increases and expands to the isolated areas of the county, more entrepreneurs will have access to the Digital Learning hubs and support systems. The West Company projects that 90 entrepreneurs will receive assistance through this project.

B.7. Identify the proposed time schedule for the project

The applicants are planning to begin implementation of all activities described in the application immediately upon completion of the grant agreement between the county, and shortly thereafter, the agreements between the county and the two co-applicants.

B.8. Economic impacts of the project

B.8.a. Please describe the economic impacts of the project: The Digital Learning Center Project will provide in depth technical assistance to 90 entrepreneurs during the term of the agreement. The County Economic Recovery Coordinator will facilitate, with EDFC assistance, the creation of an Economic Recovery and Resiliency Plan which will lead to the diversification of the economy and the creation of best economic development practices designed to deal with the impacts of natural disasters and economic downturns. The Coordinator will also help the county with facilitating new business and new housing developments and accessing funding sources essential to the rebuilding of traditional infrastructure damaged in the fire as well as new infrastructure needed to diversify the economy, including broadband.

B.8.b. Please identify the total estimated jobs and private investment that is expected to be generated by this project:

Estimated Jobs Created	Estimated Jobs Retained	Estimated Private Investment
30	10	\$500,000

B.8.c. Please identify the source of Estimates above (check as many as apply):

- Letters from Beneficiaries of the Project
- Input/Output Model (e.g. IMPLAN, REMI)
- Comparison to Similar Projects
- Other Method (specify below)

B.9. Beneficiaries of the project

The Economic Recovery and Resiliency Plan will be beneficial to the entire business community engaged in Mendocino County and because of that, the communities that make up the diverse whole of Mendocino County. We anticipate that as a result of preparing and then implementing the plan, there will be increased housing development, light manufacturing, and broadband employment opportunities. We also expect that 90 entrepreneurs, primarily small businesses, will receive technical assistance by way of the Digital Learning Project, resulting in increased income for these businesses and job creation in multiple NAICS categories.

Beneficiary Name	NAICS Code	Estimated Jobs Created	Estimated Jobs Retained	Estimated Private Investment
Small business entrepreneurs	multiple	30	10	\$500,000
Total		30	10	\$500,000

B.10. Non-EDA funding for the project

B.10.a. Are all non-EDA funds committed to the project, available as needed, and not conditioned or encumbered in any way that would preclude their use consistent with the purpose of the project?

Yes No (explain below)

B.10.b. Identify the source, nature and amount of all non-EDA funds.

Source	Amount	Date Available	Type	Restriction/Comments
County General Fund	\$104,000	July 1, 2018	N/A	Co-Applicant Agreements

B.10.c. Does the applicant plan to seek other federal financial assistance as part of or in connection with this project? If so, please describe the source, amount and any terms and conditions of the funding, and when the funding will be available for use by the applicant.

Yes (explain below) No

B.10.d. Please attach documentation confirming non-EDA (matching or cost share) funding: See County Mendocino Board minutes.

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B.11. Justification for sole source procurement

Will you contract work to complete part or all of this project?

B.11.a.
 No B.11.b.
Yes

If yes, will

contracts be awarded by competitive bid?

B.11.b.i. Yes

B.11.b.ii. No

If contracts will not be awarded by competitive bid, please provide a justification. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements.

The co-applicants have completed the necessary due diligence in the cooperative design of the work being proposed in the application, they have completed the necessary assurances to perform the work in accordance with federal funding requirements and are best suited to engage in the scope of work as defined in section B.2. It is critical to implement the scope of work as soon as possible in order to respond to the immediate, intermediate, and long-term impacts of the Redwood Valley Complex Fire, the resulting

housing shortage, the lack of broadband infrastructure, rebuilding fire damaged infrastructure, and to assist multiple small businesses.

B.12. Equipment

Will any funds be used to purchase equipment?

B.12.a. No

B.12.b. Yes

If yes, will project funding be used to install the equipment?

Yes

No

Please attach a list, including cost, description, purpose, and estimated useful life of any equipment that will be purchased as a part of this project. The equipment to be purchased with EDA funds include computers, software, office equipment, desk, chairs, lamps. This equipment will be used by the Economic Recovery Coordinator as a base for day to day project management.

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C. Regional Eligibility

C.1. Region

Define the area/region that is the basis for the applicant's claim of eligibility. EDA will review and evaluate documentation submitted by the applicant to verify and determine eligibility. The region to be served is Mendocino County, defined in section B.1. Mendocino County is part of the newly established Sonoma-Mendocino Economic Development District approved by the EDA and guided by the District CEDS of November 2017. This is an application for EDA-2018-Disaster Supplemental funds to address EDA Disaster #4344, made available by way of the EDA 2018 Disaster NOFO which can be found at <https://eda.gov/gov/programs/disaster-recovery/>

C.2. Source of data provided for regional eligibility determination

Check the box denoting what data source you used to establish eligibility:

- C.2.a. The most recent ACS data published by the U.S. Census Bureau.
- C.2.b. The most recent other federal data for the region in which the project is located (e.g., U.S. Census Bureau or the Bureaus of Economic Analysis, Labor Statistics, Indian Affairs, etc.).
- C.2.c. If no federal data are available, the most recent data available through the state government for the region in which the project is located.
- C.2.d. Other data to substantiate regional eligibility based on a "Special Need" as defined in 13

Please attach a copy of the documentation used to support your claim of eligibility: Disaster # 4344

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C.3. Economic Distress

Check all that apply in establishing regional eligibility (see FFO for more details):

C.3.A. Unemployment rate C.3.B. Per capita income

C.3.C. Special need, including:

- Substantial out-migration or population loss;
- Underemployment; that is, employment of workers at less than full-time or at less skilled tasks than their training or abilities permit;
- Military base closure or realignment, defense contractor reductions-in-force, or U.S. Department of Energy defense-related funding reductions;
- Natural or other major disasters or emergencies;
- Extraordinary depletion of natural resources;
- Closing or restructuring of an industrial firm or loss of other major employer;
- Negative effects of changing trade patterns; or
- Other circumstances set forth in the applicable FFO (please explain below).

C.4. Substantial direct benefit – N/A

If the project does not meet any of the criteria above, is it located in an Economic Development District (EDD), and will it provide substantial direct benefit to residents of an area within that EDD that does meet the distress criteria?

Yes No

Which Economic Development District?

Please explain how the proposed project will provide a substantial direct benefit to this geographic area within the EDD.

D. Budget and Staffing

To be completed by applicants for non-construction assistance only

D.1. Budget justification

The Economic Recovery Coordinator position is an essential position to be established within the County Administrative Office. The Coordinator will be the County's primary point of contact for key county leaders, subject matter experts, perform research, facilitate community planning, provide technical assistance to projects and report to CAO. The salary and benefits of the position are commensurate with the level of responsibility of the position. The contract work to be performed by the EDFC and West Company is based on historic costs for similar tasks performed by those entities and their hourly rate for services.

D.2. Indirect costs – N/A

D.3. Key applicant staff – Key applicant and co-applicant staff include the County Administrative Officer, Chief Deputy CAO, EDFC Executive Director, and West Company Executive Director. Each of these key staff has experience with program and grant implementation and administration.

E. Administrative Requirements

E.1. Civil rights

E.1.a. Does the applicant understand and agree to comply with all applicable civil rights requirements (see 13 C.F.R. § 302.20)?

Yes No (explain below)

E.1.b. Do identified "Other Parties," businesses that will create and/or save fifteen or more jobs as a result of the EDA project, understand and agree to comply with all applicable civil rights requirements, including the requirement to provide signed assurances of compliance (ED-900B)?

Not Applicable (No Other Parties Identified) Yes No (explain below)

E.2. Lobbying certifications

Will you be able to comply with federal requirements regarding lobbying?

Yes No (explain below)

E.3. Compliance with Executive Order 12372, State Single Point of Contact (SPOC)

Does the state in which the project will be located have a project review process that requires submission to a Single Point of Contact (SPOC)?

- E.3.a. No. Go to Question E.4
- E.3.b. Yes

If Yes, does this request for EDA investment assistance meet the SPOC process established by the state?

- E.3.b.i. No
- E.3.b.ii. Yes

Please explain why not

If Yes, were SPOC comments/clearance received?

- E.3.b.ii.a. Yes

Please attach the comments/clearance:

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- E.3.b.ii.b. No. The review period has expired and no comments were received.

- E.3.b.ii.c. No. Comments have been requested but the review period has not yet expired.

Please attach evidence of your request for comments:

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E.4. Single Audit Act Requirement

E.4.a. Does the applicant understand and agree to the requirements of subpart F of 2 C.F.R. part 200 regarding federal audits?

- Yes
- No

E.4.b. Is the applicant currently audited under the Single Audit Act?

- E.4.b.i. No
- E.4.b.ii. Yes, If yes:

E.4.b.ii.a. What is the date of the most recent audit?

E.4.b.ii.b. Was this audit submitted to the Federal Audit Clearinghouse?

- Yes
- No

F. Requirements for Non-Governmental Applicants (Excluding Public Universities and Certain District Organizations)

As indicated below, non-governmental applicants (excluding public universities and district organizations) must also provide a copy of the following items, either using the Attachments form that is part of the application package downloaded from www.Grants.gov or providing a hard copy.

F.1. Non-profit organizations must provide a current Certificate of Good Standing from the State in which they are incorporated. EDFC and West Company

F.2. New non-profit organization applicants must provide their Articles of Incorporation and By-Laws. Nonprofits with an active EDA grant must either provide a) a revised copy of their Articles of Incorporation or By-Laws if these have been amended or b) a statement certifying that there has been no change in the organization's Articles of Incorporation or By-Laws. EDFC and West Company

F.3. Non-profit organizations must provide a resolution passed by a general purpose political subdivision of a State (e.g., local government entity) or a letter signed by an authorized representative of a local government acknowledging that the applicant is acting in cooperation with officials of the political subdivision. EDA may waive this requirement for certain projects of significant regional or national scope (see 13 CFR § 301.2(b)). EDFC and West Company

F.4. If applying for a construction or RLF investment, an applicant must afford the appropriate general purpose governmental authority a minimum of 15 days to review and comment on the proposed project (13 CFR § 302.9(a)).

Will the applicant be able to provide these comments?

Yes

Not applicable, because the applicant is not applying for a construction or RLF

grant

Not applicable, because this requirement has been satisfied under an existing

RLF plan

No, for another reason (explain below)