

# PLUMAS COUNTY



## 2021 Dixie Fire Recovery For-Profit Business Economic Development GRANT PROGRAM FINAL GUIDELINES

**ADOPTED BY THE BOARD OF SUPERVISORS  
AUGUST 6, 2024  
RELEASED AUGUST 19, 2024**  
*SUBJECT TO CHANGE AT THE DISCRETION OF  
THE BOARD OF SUPERVISORS*

**GRANTS WILL BE AWARDED TO ELIGIBLE BUSINESSES  
ON A FIRST-COME, FIRST-SERVED ROLLING BASIS  
THROUGH MAY 2026 OR UNTIL  
ALL GRANT FUNDS ARE EXHAUSTED**

*Funded through the  
State of California's Department of Housing and Community Development's (HCD)  
administration of the federal Community Development Block Grant Program (CDBG)  
for non-entitlement jurisdiction by the Department of Housing and Community  
Development (HUD) pursuant to the provisions of 42 U.S. Code (U.S.C.) 5301, et seq.,  
24 Code of Federal Regulations (CFR) Part 570, Subpart 1,  
California Health and Safety Code Section 50825, et seq.,  
and the California State CDBG Program Guidelines  
in effect as of October 15, 2019, all as may be amended from time to time.*

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## **1. INTRODUCTION**

The County of Plumas faced significant devastation and destruction as a result of the Dixie Fire. Beginning on July 13, 2021, and ending three months later, the fire burned through nearly 1 million acres of land with 768,130 of those acres in the County of Plumas. Many communities in the County were affected, for example, 75 percent of structures in the Town of Greenville were destroyed, and in particular, commercial and retail use spaces along Greenville's historic Main Street and within the Town's Central Business District.

In response to the economic hardships experienced by businesses due to the 2021 Dixie Fire, the County of Plumas has established a business assistance program using Community Development Block Grant (CDBG) funding received from the U.S. Department of Housing and Urban Development (HUD) and administered by the California Department of Housing and Community Development (HCD) called the Dixie Fire Recovery For-Profit Business Economic Development Program (the Program).

These Program Guidelines are intended to establish the Program and are subject to review and amendment as needed. All federal requirements for CDBG funded assistance to for-profit entities will be followed unless waived or otherwise exempted by HUD.

The total grant funding available is \$567,500. The number of beneficiaries under the County's grant funding objective is to assist no fewer than twenty-five (25) grant recipients.

### **1.1 Program Description and Purpose**

To help offset business costs and promote economic activity, the Program will provide relief in the form of financial grant assistance to established businesses directly or indirectly impacted by the 2021 Dixie Fire and start-up businesses established post-Dixie Fire with a physical business location now or in the future if you plan to return and rebuild the business and be operational or qualify as an online only business within the CDBG "Grant Eligibility Zone" or Census Tract 4, Block Groups 2 and 3 including areas of Greenville, Crescent Mills, Taylorsville, and the Highway 70 Canyon (Exhibit 1).

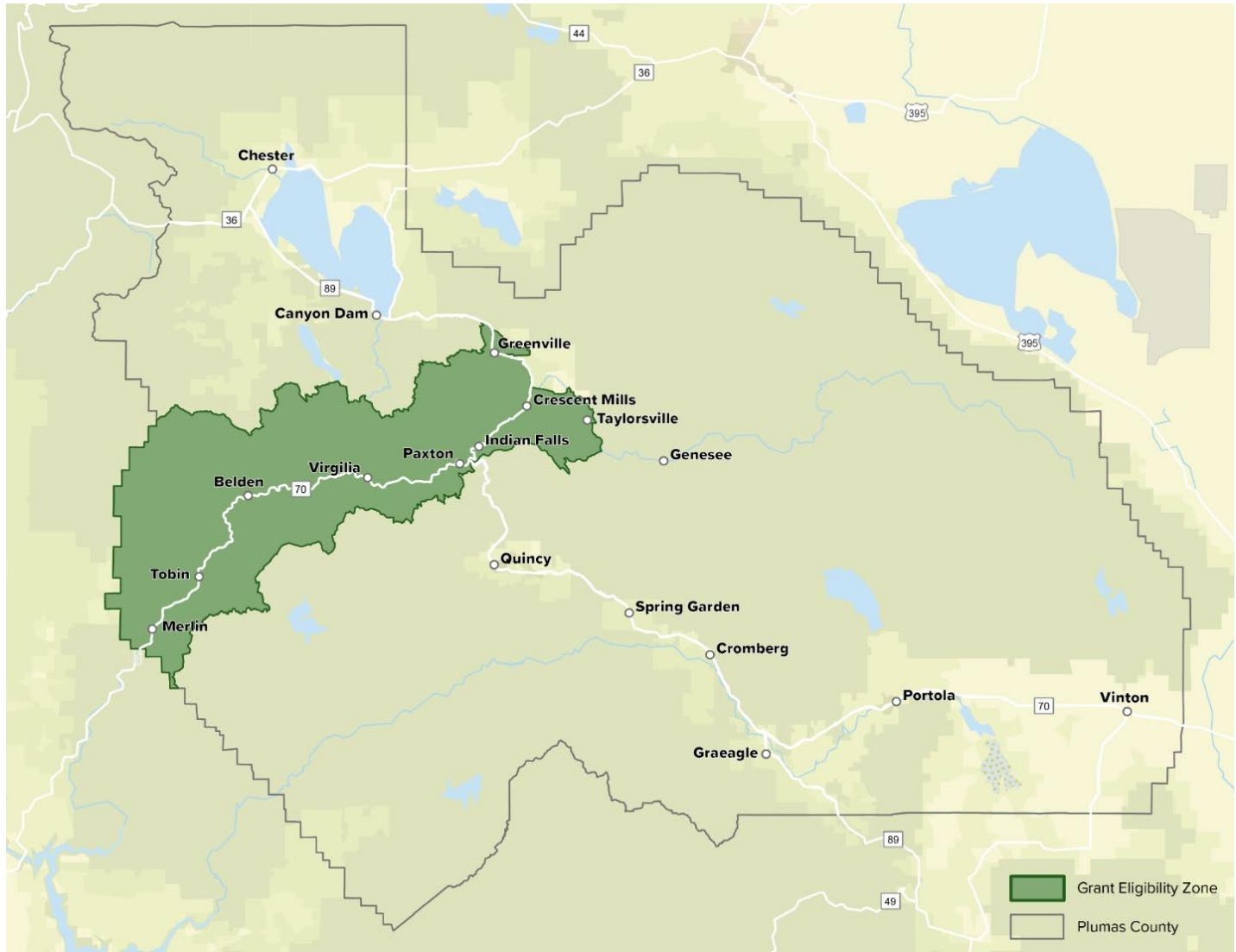
Please note, if your business was burned down in the Dixie Fire, as a business owner you can utilize the burned down business address location to apply for grant assistance only if you plan to return and rebuild the business in the same location and be operational (i.e., open to the public) upon execution of the grant agreement with the County.

To understand if your business address is located in the Grant Eligibility Zone, please go to the following online mapping tool (website link or QR Code) and enter the business physical address location:

<https://bit.ly/3WcCWjU>



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**EXHIBIT 1 – GRANT ELIGIBILITY ZONE AND PLUMAS COUNTY GEOGRAPHIC BOUNDARY  
LMA BENEFIT BUSINESS SERVICE AREA**

See also Appendix A for additional informational mapping of the Grant Eligibility Zone areas.

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## **1.2 Definitions and Abbreviations**

- **CDBG** – Community Development Block Grant funding received from HUD.
- **County** – The County of Plumas, County staff, or agents designated by the County to act on its behalf.
- **Established Business** – A for-profit business established before July 13, 2021 (i.e., before the start of the 2021 Dixie Fire) that was either directly or indirectly impacted by the 2021 Dixie Fire and is located within the Grant Eligibility Zone and employs one or more employees (no size limitation).
- **Equipment and Supplies** – Tangible, nonexpendable, assets and non-consumable (non-perishable items) used in the operation of a business that do not require third party installation or construction by a licensed contractor and would not trigger federal labor compliance standards, including:
  - **Machinery and Tools:** Devices or apparatuses used in business operations, such as manufacturing equipment, industrial machines, and other mechanical tools such as hand tools, power tools, and specialized equipment necessary for specific trades or professions.
  - **Office Supplies, Equipment, and Software:** Items including general office supplies, computers, and computer programs and applications essential for business operations such as software licenses, printers, copiers, fax machines, and other supplies and technology used in office settings.
  - **Furniture and Fixtures:** Desks, chairs, shelving units, appliances, and other indoor and outdoor furnishings and physical items or materials such as cleaning or other supplies that are a necessary part of the business setup and/or going operations and functions.
- **Grant Eligibility Zone** – Geographic area encompassing U.S. Census Tract 4, Block Group 2 and Block Group 3 in which a business must have a physical business location now or in the future if you plan to return and rebuild the business and be operational or qualify as an online only business located in the Grant Eligibility Zone to be eligible for the grant Program.
- **HUD** – The U.S. Department of Housing and Urban Development.
- **Low/Mod Area (LMA)** – A low- and moderate- area is defined by HUD as an area benefit activity that benefits all residents in a particular area, where at least 51 percent of the residents are Low-Moderate Income (LMI) persons. This CDBG grant has a National Objective of LMA.

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- **LMA Benefit Business Service Area** – jurisdictional boundaries of Plumas County.
- **Operating Capital Expenses** – Expenditures required for companies to continue daily operations, including payroll, insurance, utilities, and rent/mortgage. Utilities related to the business can include internet, cable, phone, water, sewer, and power.
- **Start-up Business** – A for-profit business established after July 13, 2021 (i.e., after the start of the 2021 Dixie Fire) located within the Grant Eligibility Zone and employs one or more employees (no size limitation).
- **Unique Entity Identifier (UEI)** – Entities doing business with the federal government use the Unique Entity ID created in the federal System for Award Management (SAM) or [SAM.gov](https://www.sam.gov).

## **2. GRANT AWARD STRUCTURE WITH PROGRAM MAXIMUMS**

The total grant funding available is \$567,500. The number of beneficiaries under the County's grant funding objective is to assist no fewer than twenty-five (25) grant recipients. **Grant awards to any one business will be no more than \$20,000.**

However, if any one business maximizes the \$20,000 grant with at least 50% (\$10,000 worth or more) of eligible activities purchased from a business located in Plumas County, then an additional incentive increase of \$2,700 in funding may be granted. **Therefore, the maximum grant award amount will not exceed \$22,700.**

## **3. ELIGIBLE ACTIVITIES**

Eligible activities under the CDBG Economic Development Activity (18A ED: Direct Financial Assistance to For-Profits) are those that carry out economic development that minimizes, to the extent practicable, the displacement of business and jobs and include the following:

1. **Equipment and Supplies** for purchase or reimbursement payment for costs incurred only after the applicant and County have executed the grant agreement:
  - a. machinery and tools
  - b. office supplies, equipment, and software
  - c. furniture and fixtures
2. Up to six (6) months of **Operating Capital Expenses** in support of the business:
  - a. payroll
  - b. insurance
  - c. utilities (i.e., internet, cable, phone, water, sewer, and power)
  - d. rent/mortgage

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As determined by HUD, *ineligible use of funds* includes:

- “Lost revenue” or potential revenue that was never realized;
- Costs incurred prior to the applicant’s grant agreement approval;
- Costs incurred prior to the County’s completion of an environmental review;
- Costs already funded by private or public sources, including private bank loans or federal, state, and local governmental programs;
- Construction or renovation;
- Loan payments to small business association;
- Governmental uses or expenses;
- Political activities;
- Personal property;
- Personal household savings; and/or
- Other costs as determined by federal HUD guidance.

#### **4. MEETING A CDBG NATIONAL OBJECTIVE**

All CDBG funded activities must meet one of the three CDBG National Objectives as established by HUD. The National Objectives are as follows:

- Benefit to low- and moderate- income (LMI) persons or neighborhoods;
- Aid in the prevention or elimination of slums or blight; and
- Meet an urgent need.

The Program meets a CDBG National Objective of benefiting LMI persons through the Low/Mod Area (LMA) Benefit.

##### **4.1 Low/Mod Area Benefit Documentation**

LMA Benefit can be utilized for businesses that provide neighborhood-serving retail including food service or other goods and service-based businesses to persons living in an area with 51 percent or more LMI residents. Businesses in the Grant Eligibility Zone may apply for grant assistance through the Program. See Appendix A for informational mapping of the Grant Eligibility Zone (i.e., Census Tract 4, Block Groups 2 and 3) and how to utilize the online mapping tool to determine if an address is or is not within the Grant Eligibility Zone.

There are conditions that must be reviewed and documented by the County to determine whether a business qualifies under LMA Benefit, including the service area of the business, defined as the Plumas County geographic boundary (Exhibit 1).

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Further, there must be documentation that the business is providing neighborhood-serving retail including food service and other goods or service-based businesses that are available to all residents in the LMA Benefit business service area (i.e., Plumas County). A 'high-end' business, real estate company, or other company that does not provide services that are available to all Plumas County residents—regardless of income, accessibility needs, or other similar limiting features—would not qualify under LMA Benefit.

## **5. ECONOMIC DEVELOPMENT PUBLIC BENEFIT STANDARDS**

CDBG regulations at 24 CFR 570.209(b) require that grantees ensure at least a minimum level of public benefit is obtained from the expenditure of CDBG funds for Economic Development activities. Public benefit standards are set at either the aggregate or the individual activity level, as determined by the National Objective based on HUD standards.

### **5.1 Meeting Public Benefit Standards**

Public benefit standards for the Program are to be met through standards for activities in the aggregate pursuant to the LMA National Objective. Activities must provide neighborhood-serving retail including food service and other goods or service-based businesses to residents of an area, such that the number of LMI persons residing in the areas served by the assisted businesses amounts to at least one LMI person, including low-income persons, per \$350 of CDBG funds used.

The methodology for calculating the public benefit standard is, as follows:

Total grant funding available:	\$567,500 divided by \$350 = 1,621 Low Income / LMI persons (minimum population served)
Census Tract 4, Block Group 2:	Low Income – 380 persons / LMI – 445 persons
Census Tract 4, Block Group 3:	Low Income – 450 persons / LMI – 625 persons
	Total of 1,900 Low Income / LMI persons (exceeding the minimum requirement of 1,621)

If a grant recipient's scope of work is to be amended after the County has entered into a contract, then a reevaluation will be undertaken to determine changes in the level of public benefit to be derived. The County reserves the right to adjust the total amount of CDBG assistance as necessary and as based on meeting HUD's public benefit standard requirement.

## **6. PLUMAS COUNTY AND HUD CDBG REQUIREMENTS FOR ASSISTANCE TO A FOR-PROFIT ENTITY**

All federal requirements for CDBG assistance to for-profit entities will be followed unless waived or otherwise exempted by HUD.

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## **6.1    Restrictions on Duplications of Benefits**

CDBG funds may not be used to supplement or duplicate private, federal, state, or other local government funding. If an awardee receives funds for the same costs funded under the Program, they must pay back one of the funding sources.

In accordance with HUD regulations, applicants must disclose all other private or public funding (loans and grants) received for business activities.

## **6.2    Prohibition of Job Pirating Activities**

CDBG funds may not be used to facilitate the relocation of a for-profit business from one labor market to another if the relocation is likely to result in a significant job loss to the original labor market.

## **6.3    SAM.gov**

Anyone wanting to apply for federal awards as a prime awardee must register for an account on [SAM.gov](https://www.sam.gov) to receive a UEI, a code assigned to all entities that register to do business with the federal government. The registration questionnaire includes detailed questions ranging from basic information, assertions, representations and certifications, and contact points. Allow at least ten business days after you submit your registration for it to become active in SAM.gov. Entities must renew their registration every 365 days to remain active. As part of the registration process, applicants will be assigned a Unique Entity Identifier (UEI) by entering information such as legal business name, physical address, date of incorporation, state of incorporation, and National Provider Identifier, which SAM.gov will validate. Typically, upon registering successfully, the database can find a match immediately, but when not, a manual review is required. As of May 14, 2024, the average wait time for a manual review is three days, but in some cases may take several weeks. To obtain a UEI number, contact SAM.gov or the Federal Service Desk (FSD.gov) at 866.606.8220.

## **6.4    Debarment or Suspension**

The applicant and all business owners may not be under debarment or suspension in the federal System for Award Management (SAM). The system may be accessed through [SAM.gov](https://www.sam.gov) as outlined in Section 6.3 above.

## **6.5    Ukraine Sanctions**

Pursuant to California Executive Order N-6-22 applicant is aware that compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>).

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## **7. APPLICANT ELIGIBILITY CRITERIA**

### **7.1 Eligible Applicants**

Eligible applicants include businesses located in the Grant Eligibility Zone (Census Tract 4, Block Groups 2 and 3) that provide neighborhood-serving retail including food service and other goods or are service-based businesses.

Applicants must be for-profit businesses and can be corporations, S corporations, partnerships, a limited liability company (LLC), or sole proprietorships. Depending on the type of business structure, including corporations, S corporations, partnerships, and LLCs, an individual that owns more than one of these business types, only after 90 days from release of these Program Guidelines, or not before November 17, 2024, can apply for more than one grant under separate legal business entities. Sole proprietorships are not eligible to apply for more than one grant if the multiple businesses are under the same legal name as the sole proprietor.

Online only businesses located in the Grant Eligibility Zone may be eligible and will be reviewed on a case-by-case basis with criteria such as the effect of the 2021 Dixie Fire on the business forcing online only commerce, the extent to which commerce is created by the business in the LMA Benefit service area (i.e., selling goods and/or providing service-based businesses to a majority of Plumas County residents), and the location of product manufacturing needing to be in Plumas County which supports local job creation and retention.

Documentation will be required to demonstrate the business is providing goods or services that are available to all residents in Plumas County (i.e., LMA Benefit service area of the businesses). A high-end business, real estate company, or other companies that do not provide services that are available to all residents of the County—regardless of income, accessibility needs, or other similar limiting features—would not qualify as an eligible applicant.

In addition, applicants must have been in good standing with the County of Plumas and with the California Secretary of State within a minimum of one year prior to the date of application submittal (e.g., no liens or judgements, no unresolved code violations, etc.), as applicable.

If the applicant wishes to confirm their standing with the California Secretary of State, they may do so through the Secretary of State's "bizfile Online" search engine at:

<https://bizfileonline.sos.ca.gov/search/business>

Any bankruptcies filed by the applicant business must have been discharged for at least 3 years.

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## **7.2 Ineligible Applicants**

Federal CDBG regulations prohibit assistance to the following entities:

- Businesses or business owners are ineligible for assistance if a grant would create a conflict of interest as defined in Section 13.1 (Conflict of Interest) of this document or according to HUD regulations.
- Business or business owners that/who are debarred or suspended under a federal program are ineligible for assistance. Debarment or suspension status will be determined using the SAM.gov website.
- Business or business owners that/who are debarred or suspended or otherwise not in good standing with the California Secretary of State.
- Professional sports teams.
- Privately owned recreational facilities that serve a predominantly higher-income clientele.
- Businesses or business owners that/who are the subject of unresolved findings of noncompliance related to previous CDBG assistance.

## **7.3 Program Questions, Clarifications, and Technical Assistance**

For questions or clarification on these Program Guidelines and the application, contact:

Plumas County Planning Department  
Tracey Ferguson, Planning Director  
555 Main Street  
Quincy, CA 95971  
530-283-6214  
[traceyferguson@countyofplumas.com](mailto:traceyferguson@countyofplumas.com)

Prospective applicants can find supportive business technical assistance resources by contacting the following:

Sierra Small Business Development Center (SBDC)  
Clint Koble, Advisor  
530-375-0126  
[clint.koble@gmail.com](mailto:clint.koble@gmail.com)



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## **7.4 Program Engagement, Marketing, and Outreach Accessibility**

The County's primary objective of the Engagement, Marketing, and Outreach Strategy is to inform all possible eligible businesses of the Program information, including these Program Guidelines and application information by:

- Fair, inclusive, and equitable advertising and access to funds, including reaching underrepresented business owners, minority populations, women-owned businesses, indigenous-owned businesses, and other under-served businesses.
- Diversity in grant access and opportunities.
- Targeting relevant qualifying businesses based on geography (i.e., Grant Eligibility Zone being Census Tract 4, Block Groups 2 and 3) and LMA Benefit criteria.
- Ensuring widespread dispersal on multiple media and physical platforms.

The multiple marketing tools include, but are not limited to:

<ul style="list-style-type: none"><li>• Workshops</li><li>• Email blasts</li><li>• Social media</li><li>• County website pages</li><li>• Physical flyers (locations)</li></ul>	<ul style="list-style-type: none"><li>• Press release / news articles</li><li>• Radio spots and live interview(s)</li><li>• Booths at community events</li><li>• GIS Maps and Online Web-Based Tool</li></ul>
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## **8. USE OF FUNDS, PROGRAM REPORTING AND MONITORING, AND OTHER GRANT CONDITIONS**

All applicants are required to state the intended use of grant funds in their application that meets one or more of the eligible activities and must also state that the grant funds will be used as specified by the applicant in the signed application.

Through the monitoring process, the applicant is responsible for providing documentation demonstrating that grant funds were/are being used as intended and as specified in the grant agreement. If a business finds it necessary to change their intended use of funds, they will need to seek approval from the County in writing and submit an updated, itemized list of anticipated business expenses prior to making any changes.

As stated above, if your business was burned down in the Dixie Fire, as a business owner you can utilize the burned down business address location to apply for grant assistance only if you plan to return and rebuild the business in the same location and be operational (i.e., open to the public) upon execution of the grant agreement with the County.

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Both the County and the grantees shall retain the receipts and other documentation of how funds were spent for at least 5 years following the close out of the individual grantee project.

Grantees will also be required to provide reports to the County of Plumas. Reporting frequency will occur at 6 months and 1 year from grant disbursement. After being awarded, a reporting form will be provided to include, at minimum, funds spent by category, a summary of activities, and photos if applicable.

Documents submitted within this Program are public documents, except for those that shall be treated as confidential under Section 9 below. The County retains the right to publish data regarding a grantee(s) finances, performing metrics, and Program evaluation. This includes, but is not limited to, Board of Supervisors reports and audits completed by the County Auditor, with information shared publicly through the County's website.

In accordance with generally accepted accounting practices, it is recommended the grantee maintain records of all matters related to the grant money, including but not limited to, records to support costs associated with grant funds; copy of the grant award application and all other related documents; and all documentation of reports, audits, and other monitoring. The County retains the right to request records showing the use of grant funds.

All documents collected from each applicant during the application and approval process, including proof of uses of funds, will be maintained in the Program participant file.

The County has been trained on anti-fraud, waste, and abuse issues and will additionally monitor the funded grantees for instances of fraud, waste, and abuse pursuant to state and federal requirements and take steps to address such issues, where applicable, including reporting to appropriate authorities.

Economic development activities funded by HCD are subject to all applicable crosscutting compliance documentation requirements and federal regulations, such as environmental reviews (i.e., National Environmental Policy Act) and labor standards (i.e., Davis-Bacon and Related Acts).

Under Section 1.2 of these Program Guidelines (Definitions and Abbreviations) "Equipment and Supplies" is defined as tangible, nonexpendable, assets and non-consumable (non-perishable items) used in the operation of a business that does not require third party installation or construction by a licensed contractor and would not trigger federal labor compliance standards.

For example, if an eligible business would like to install a generator (project), the environmental review would need to cover not only the purchase of the generator but also the installation, which, depending on type of installation, could affect the environmental

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clearance. Further, labor compliance standards are triggered and apply to business construction, including installation, such as a generator for example, at a threshold of \$2,000. Applicants should note that under CDBG federal regulations, the purchase and installation cannot be bifurcated to avoid labor standards (i.e., Davis-Bacon and Related Acts). The installation of the generator, for example, by a licensed contractor would be part of the project and both environmental review and labor standards would apply.

Therefore, due to the definition of “Equipment and Supplies” being those items that do not require third party installation or construction by a licensed contractor, the installation of a generator would not be an eligible activity because it would require installation by a licensed contractor and would trigger federal labor compliance standards.

## **9. CONFIDENTIALITY**

Information submitted by applicants, including any personally identifiable information (PII) shall be treated as confidential by the County to the extent permitted under state and federal law.

## **10. APPLICATION SUBMISSION REQUIREMENTS**

Applicants are encouraged to apply to the Program as soon as possible once the application is released. Applications will be deemed complete following the submission of all required documents and information, at which point a date and time of submission will be assigned to the application.

Applicants will be notified of their application’s approval or denial, along with funding amount, by the County in writing.

**Rolling Grant Application Period:** The application period is considered on a rolling basis through May 2026 and therefore will be open until all Program funding is exhausted through grant awards.

**Grant Application Review Period:** Applications will be reviewed and evaluated in the order received on a first-come, first-served basis according to the following priorities:

- Meets all eligibility criteria.
- Complete application, with no outstanding documentation needed.

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## **11. UNDERWRITING REQUIREMENTS**

The following underwriting criteria are required, unless otherwise waived or exempted by HUD:

- Project costs are reasonable;
- Other sources of financing needed for businesses are committed;
- Documentation of need for CDBG funds, including verification that CDBG funds are not substituted for non-Federal financial funding or support;
- Business operations will be financially feasible with CDBG assistance;
- To the extent practicable, the return on the borrower's equity investment will not be unreasonably high; and
- To the extent practicable, CDBG funds will be disbursed on a pro-rata basis with other finances provided to the business.

## **12. APPROVAL AND APPEAL PROCESS**

### **12.1 Approval/Denial**

If approved, the applicant will be contacted to arrange the signing of documents, including a grant agreement.

If denied, the applicant will be provided with a written explanation for the denial and of any appeal process that may be available within ten (10) business days.

### **12.2 Grant Disbursement**

Grants will be coordinated through the Planning Department and the County Administrative Officer (CAO) with disbursement of funding by County check from the Auditor/Controller's Office.

### **12.3 Appeal Process**

Denied applicants wishing to appeal their denial should send written appeals to:

Plumas County Planning Department  
c/o Tracey Ferguson, Planning Director  
555 Main Street  
Quincy, CA 95971

## 13. OTHER FEDERAL REQUIREMENTS

Federal requirements must be followed regarding:

- Anti-lobbying certification;
- Prohibitions against payments of bonus or commissions;
- Clean Air and Water Acts;
- Equal Opportunity;
- Affirmative Action;
- Americans with Disabilities Act (ADA) of 1990;
- Flood Disaster Protection;
- Federal Labor Standards Provisions (also known as Davis Bacon);
- Lead Based Paint Hazards;
- Federal National Labor Relations Board (NLRB) Certification;
- Procurement;
- Program Income;
- Relocation, Displacement, and Acquisition; and
- Any additional requirements as required by HUD.

### 13.1 Conflict of Interest

Per State of California Code of Regulations at Title 25 §7126, any activities that create a conflict of interest as defined in Federal CDBG regulations at 24 CFR 570.611 are prohibited. In general, the Conflict-of-Interest prohibition applies to any person who is an employee, agent, consultant, officer, or elected or appointed official of a recipient of CDBG funds, or of any public agencies, or subrecipients that receive CDBG funds.

These persons, including County employees and those on the County's CDBG Economic Development Grant Core Committee, who are processing applications or awards or are in a position to participate in a decision-making process or in a position to gain insider information regarding CDBG funds and CDBG funded activities, are prohibited from obtaining a financial interest or benefit from a CDBG assisted activity.

## 14. CONFLICT WITH FEDERAL LAW, REGULATION, OR GUIDANCE

If any portion of this document is in conflict with federal law, regulation, or guidance regarding the CDBG program, federal requirements will apply.

## 15. PROGRAM APPLICATION

The Program application is available on the County of Plumas Planning Department webpage, found at:

<https://www.plumascounty.us/89/Planning-Department>

## 16. DOCUMENTATION REQUIREMENTS

Within this section is a list of required documents. It is recommended that the applicant gather this documentation in advance of application release on August 12, 2024.

Applicants must present the following documentation depending on the intended use of funds:

- Equipment and/or supplies for purchase or reimbursement payment for costs incurred only after the applicant and County have executed the grant agreement:

Provide three (3) quotes (informal solicitation) of eligible equipment and/or supplies to demonstrate the most reasonable market value for business needs.

For example, if the applicant wishes to use grant money to purchase a commercial refrigerator, the applicant must ensure that the cost is reasonable as compared to other commercial refrigerators, is best suited to their business needs, and is the best price found across the sources. While CDBG procurement requirements do not apply to activities undertaken by private, for-profit entities receiving CDBG assistance, the County's procurement procedures must be followed, and costs must be reviewed during grant underwriting analysis to ensure reasonableness of cost(s) and eligibility.

Further, in recognition of the economic benefits provided by equipment and supplies sourced from businesses located within Plumas County, the County's procurement procedures allow a local preference credit of 5% but not cumulatively greater than five thousand dollars (\$5,000) as part of the solicitation process.

- Operating Capital Expenses (future payments):
  - Payroll: Provide the most recent six (6) months of payroll, if available
  - Insurance: Provide the most recent six (6) month insurance payment, if available
  - Utilities: Provide the most recent six (6) months of utility bills, if available
  - Rent/Mortgages: For rent payments, provide the most recent six (6) months of rental statements, if available, and provide a copy of the business lease (rental) agreement. For mortgage payments, provide the most recent six (6) months of mortgage statements, if available, and parcel proof of ownership.

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In addition to the above, businesses are required to submit the following documents as part of a compete and signed application:

1. SAM.gov UEI (Unique Entity ID) documentation
2. Tax ID/Employer Identification Number (EIN), if applicable
3. Business W-9 form
4. Fictitious Business Name Certificate from Plumas County
5. Documentation that the business is providing goods or services that are available to all residents in the LMA Benefit business service area (i.e., Plumas County)
6. Documentation to determine start date of business operation, as applicable:
  - a. Copy of registration with the State of California's Secretary of State
  - b. Articles of Incorporation/Organization
  - c. Current Statement of Information
  - d. Fictitious Business Name Statement (aka DBA)
7. All required operating permits and licenses including those from the Plumas County Environmental Health Department
8. Proof of business insurance including at minimum general liability insurance
9. Business tax returns for the most recent two years filed, if available
10. Profit and Loss statement for the most recent two years, if available
11. Cash flow projection for the most recent two years and 2024 to-date, if available
12. Payroll report or affidavit (signed by owner(s) and employee(s)) for the most recent month documenting payroll information, number of persons employed, and names and addresses of owner(s) and employee(s)
13. A short business plan (1-2 pages) discussing business operations and plans, the viability of the business, and the chance of remaining open over the next 12 months; may also include a marketing and/or financial plan
14. Duplication of Benefits Affidavit
15. Disclosure of delinquent or defaulted federal grants or loans in the last seven (7) years, if applicable

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16. A description of the proposed eligible use of grant funds
17. Documentation, including receipts when applicable, substantiating costs for proposed operating capital expenses (i.e., payroll, insurance, utilities, rent/mortgage) for future payments tying CDBG economic development grant (dollars in), to operating capital expenses (dollars out); utilities related to the business can include internet, cable, phone, water, sewer, and power
18. Business lease (rental) agreement, if applicable
19. Parcel (mortgage) proof of ownership, if applicable
20. Documentation for three (3) quotes (informal solicitation) substantiating costs for eligible equipment and/or supplies for purchase or reimbursement payment for costs incurred only after the applicant and County have executed the grant agreement

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**APPENDIX A**  
**CENSUS TRACT 4, BLOCK GROUPS 2 AND 3**  
**INFORMATIONAL MAPPING**  
**GRANT ELIGIBILITY ZONE**

Please find the following map figures for reference to the Grant Eligibility Zone areas, in addition to utilizing the following online mapping tool (website link or QR Code) to determine if an address is or is not within the Grant Eligibility Zone:

<https://bit.ly/3WcCWjU>



**FIGURE 1 – GRANT ELIGIBILITY AREA OVERVIEW**

**FIGURE 2 – INDIAN VALLEY OVERVIEW**

**FIGURE 3 – GREENVILLE**

**FIGURE 4 – CRESCENT MILLS**

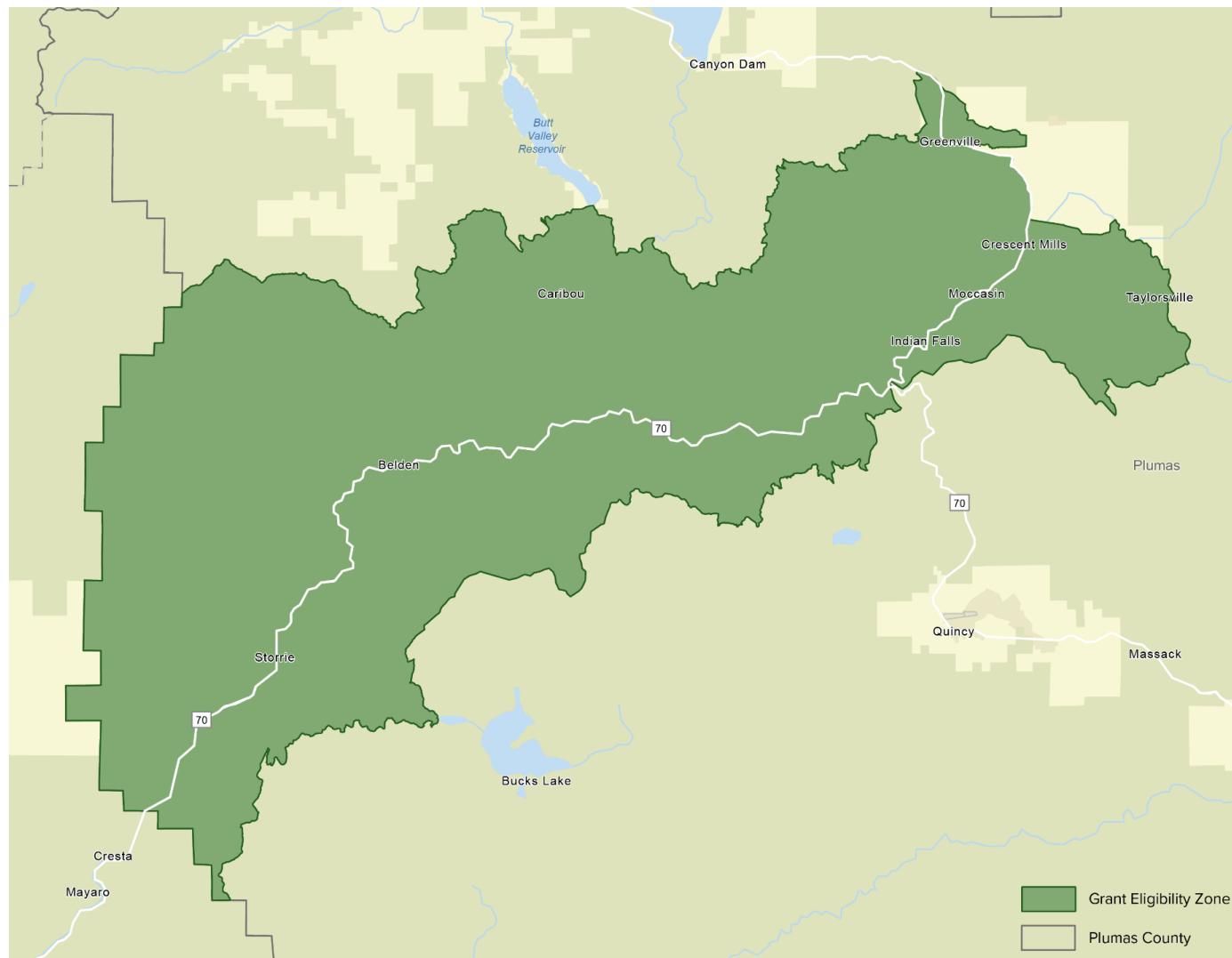
**FIGURE 5 – TAYLORSVILLE**

**FIGURE 6 – HIGHWAY 70 CANYON AREAS**

**FIGURE 7 – HIGHWAY 70 CANYON AREAS CONTINUED**

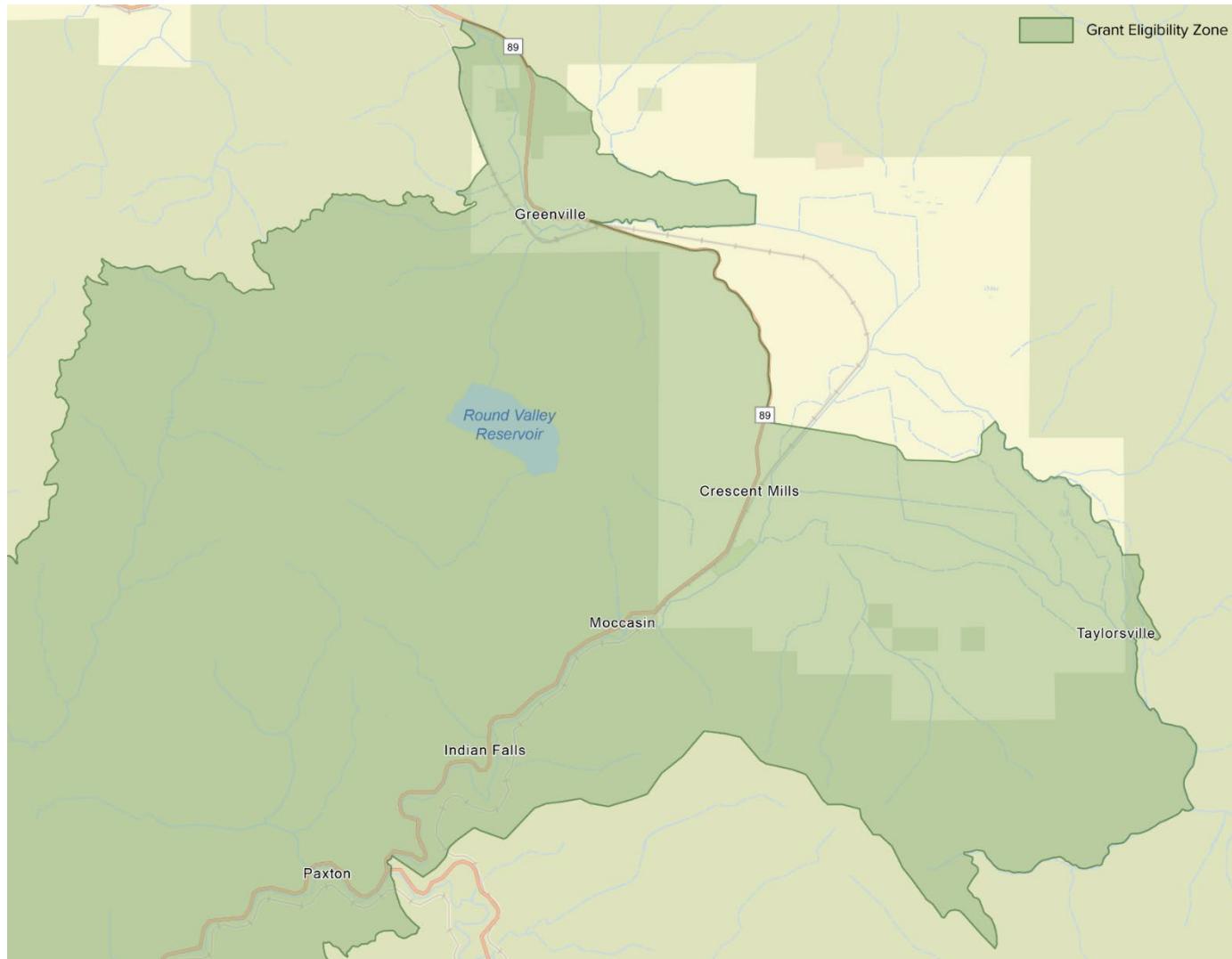
**FIGURE 8 – HIGHWAY 70 CANYON AREAS CONTINUED**

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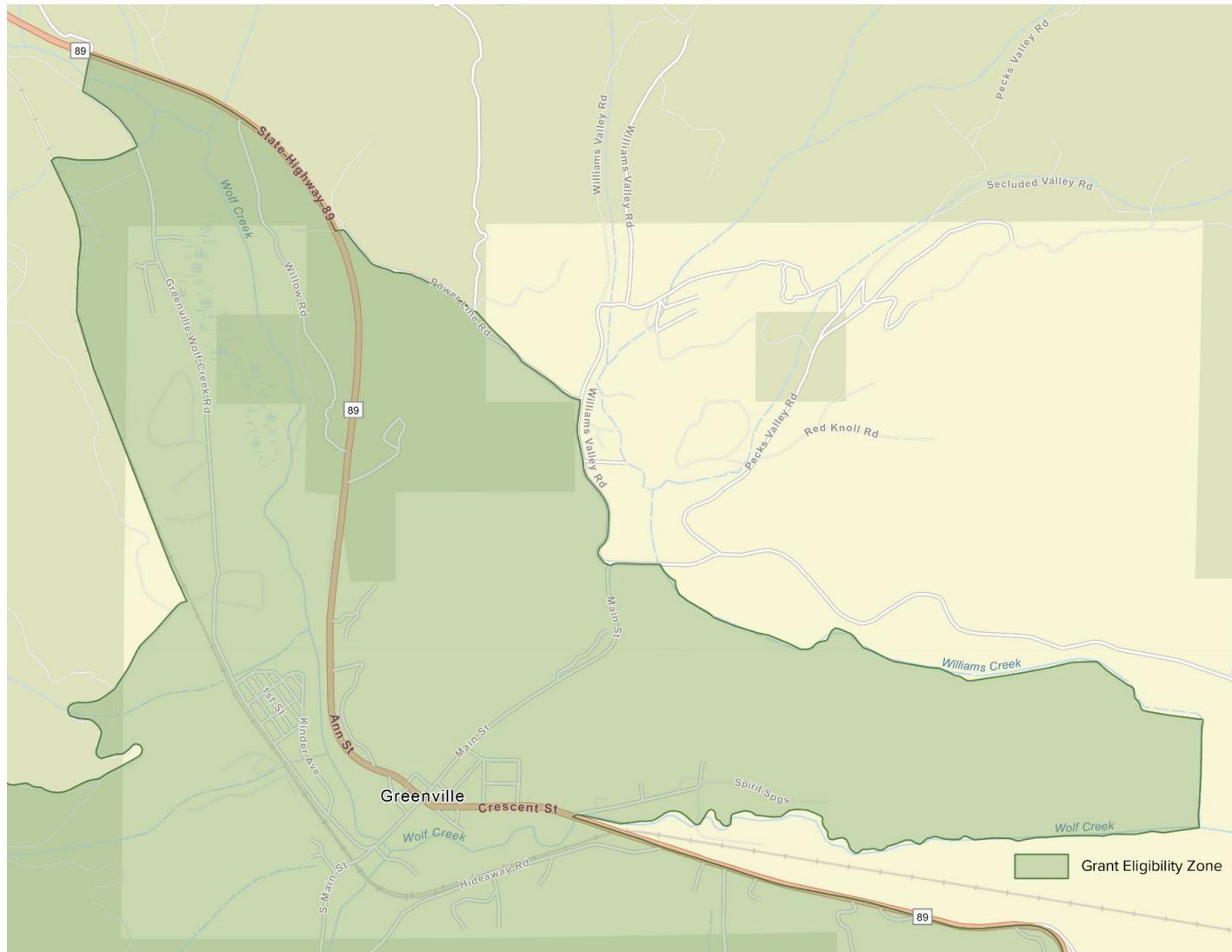
**FIGURE 1 – GRANT ELIGIBILITY AREA OVERVIEW**

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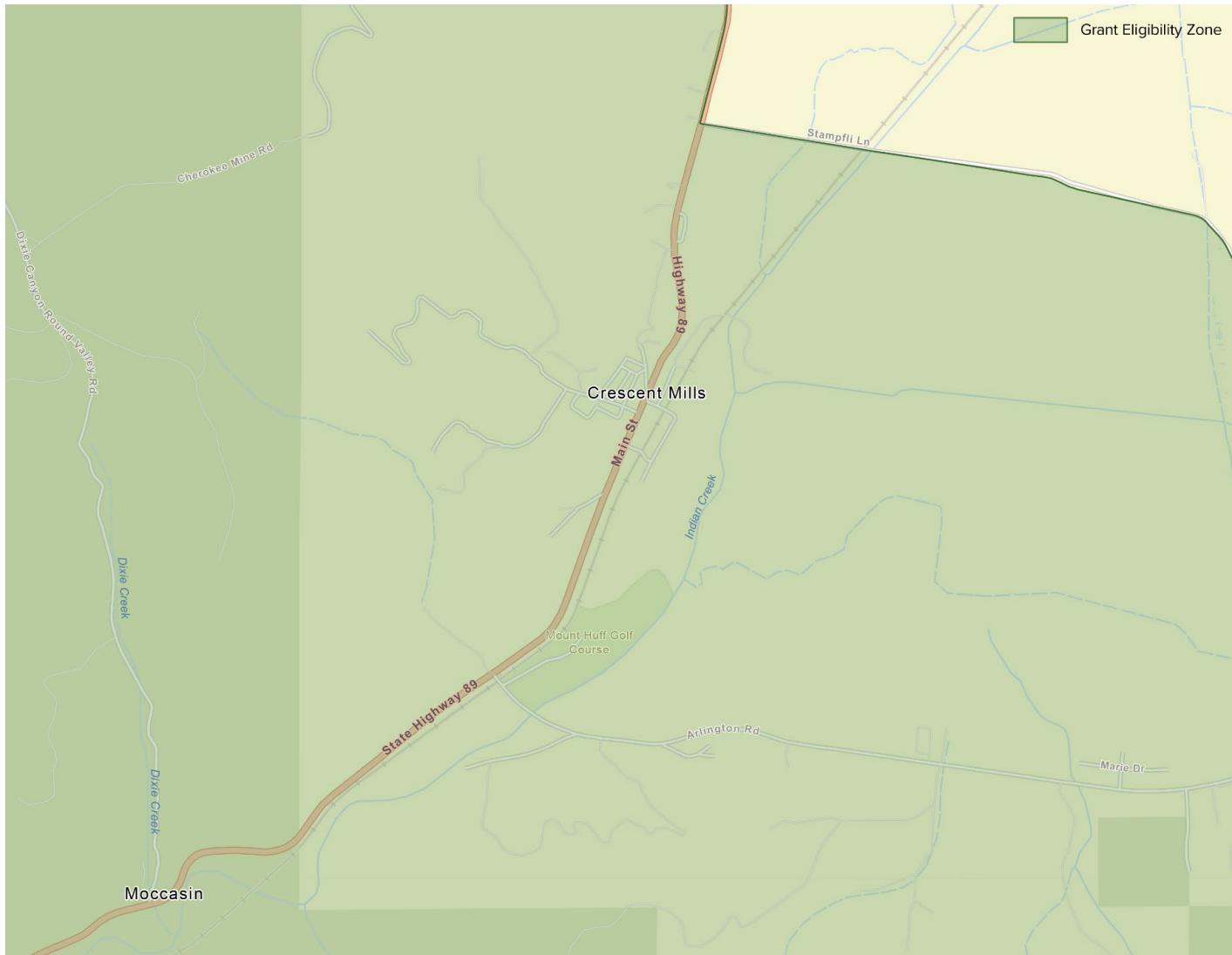
**FIGURE 2 – INDIAN VALLEY OVERVIEW**

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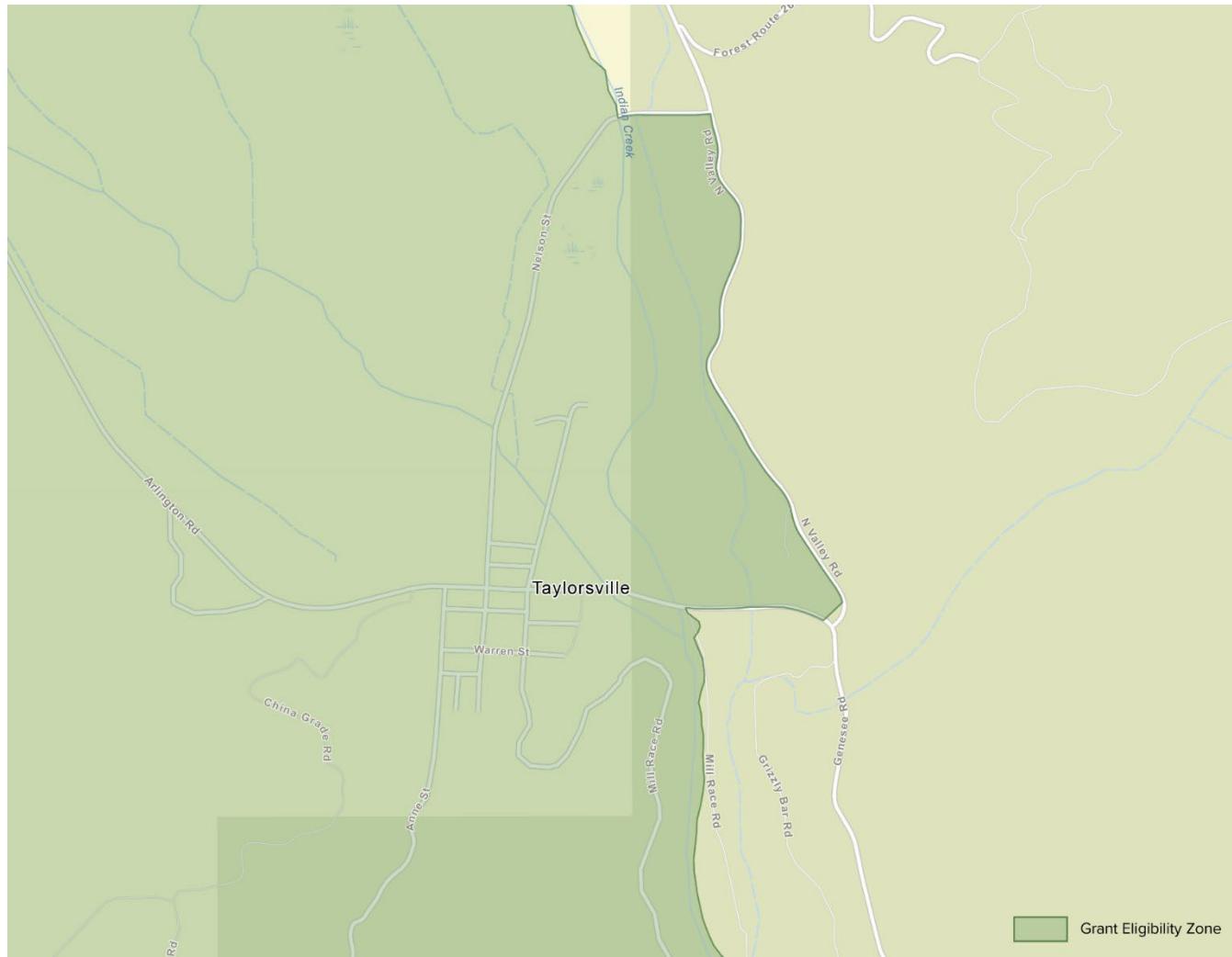
**FIGURE 3 – GREENVILLE**

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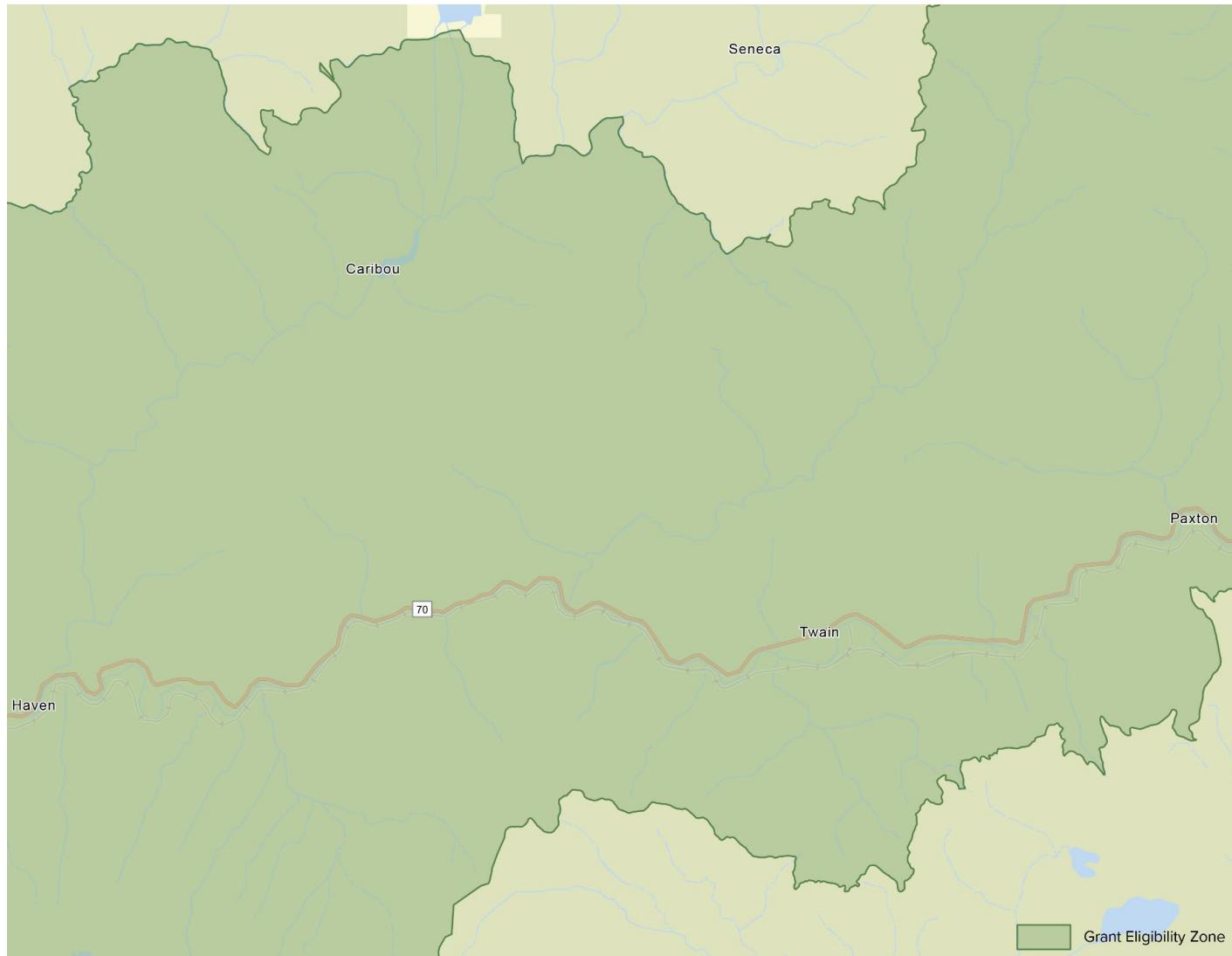
**FIGURE 4 – CRESCENT MILLS**

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**FIGURE 5 – TAYLORSVILLE**

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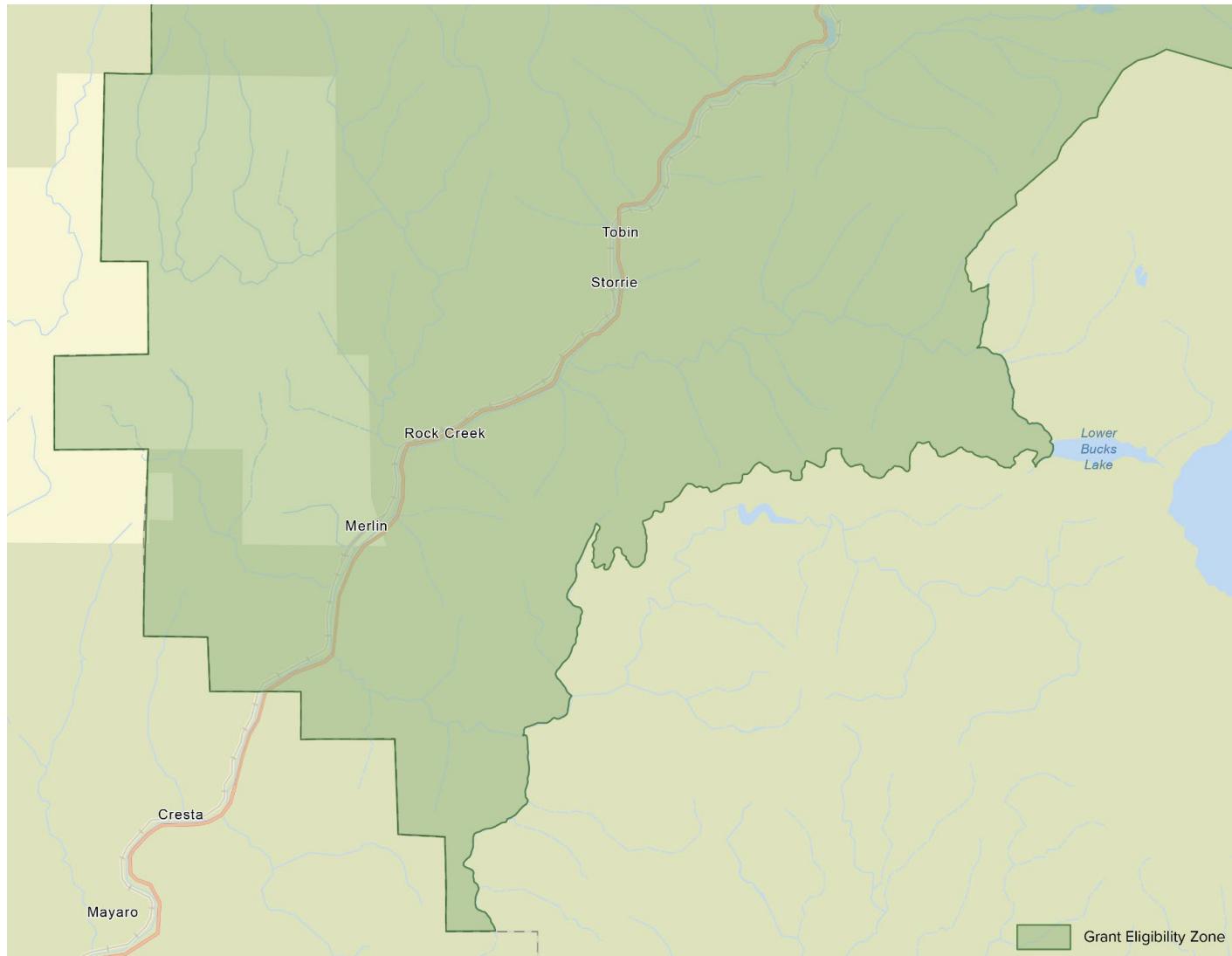
**FIGURE 6 – HIGHWAY 70 CANYON AREAS**

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**FIGURE 7 – HIGHWAY 70 CANYON AREAS CONTINUED**

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**FIGURE 8 – HIGHWAY 70 CANYON AREAS CONTINUED**