

**FILED**

JUN 29 2009

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF TRINITY  
BY: DONNA HANOVER, DEPUTY CLERK

*DH*

**TRINITY COUNTY GRAND JURY  
2008-2009**

**FINANCE AND ADMINISTRATION COMMITTEE  
FINAL REPORT**

**TRINITY COUNTY GRANTS DEPARTMENT**

**This Report Was Approved  
On June 1, 2009**

**2008-2009 TRINITY COUNTY GRAND JURY  
FINANCE AND ADMINISTRATION COMMITTEE  
FINAL REPORT**

**TRINITY COUNTY GRANTS DEPARTMENT**

**PURPOSE:**

Each year the Trinity County Grand Jury reviews county departments and procedures to help ensure residents in the county are being well served. In response to a complaint from a citizen, the 2008-2009 Trinity County Grand Jury Finance and Administration Committee (F&A) reviewed operations at the Trinity County Grants Department (TCGD).

**BACKGROUND:**

The TCGD provides county residents and communities access to federal and state grants and loans. The Current fiscal situation has frozen state funding and may put limitations on the amount the county can contribute. The great majority of TCGD projects concern the replacement and rehabilitation of homes that have health and safety issues. A list of requirements must be met to be eligible for certain grants, and there is a waiting list. (See attachment 1)

**METHOD OF INVESTIGATION:**

Committee members conducted interviews with TCGD employees, a contractor, and the complainant. They visited a construction site and reviewed contracts and other relevant documents.

**FINDING #1:**

The committee found that the TCGD administers its programs according to proper procedures, and is very thorough in its care of its clients.

**RECOMMENDATION #1:**

None.

**FINDING # 2:**

The TCGD is providing a commendable service. The funds they provide are helping many residents repair safety and health problems on their properties. The funds have also contributed toward the completion of community projects.

The department holds community meetings in all parts of the county to inform residents of the programs.

**RECOMMENDATION #2:**

None.

**FINDING #3:**

The grants administered through the TCGD also include business loans, micro-enterprise business assistance, and community development grants. (See attachments 2 and 3.)

**RECOMMENDATION #3:**

None.

**FINDING #4:**

The Grants Department has brought approximately \$10 million into the Trinity County economy over the last 5 years. It has assisted over 100 homeowners, and 10 community projects. Grant administration costs are paid by the grants themselves, with only minimal matching funds from the county general fund. The department is understaffed.

**RECOMMENDATION #4:**

An additional Grants analyst could be hired to bring in more money to the county. Loan processing by the staff would be made more efficient with dedicated loan servicing software.

**CONCLUSION:**

The TCGD is providing beneficial services that are helping the community. The Grand Jury commends the department for their diligence in making sure that the process is available and works well for the residents of Trinity County.

**RESPONSES REQUIRED:**

<b><u>Entity</u></b>	<b><u>Finding/Recommendation</u></b>	<b><u>Respond in</u></b>
Board of Supervisors	1,2,3,4	90 days
Grants Department	1,2,3,4	60 days

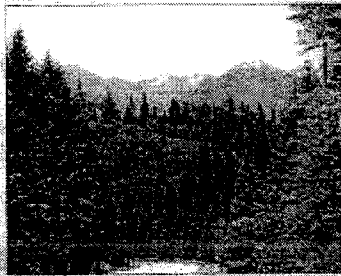
## THE PROGRAM

The Housing Rehabilitation program provides loans and some small grants for qualified homeowners. Rehabilitation may include weatherization, health and safety repairs, code violations, ADA modifications, and many other activities. Please contact our office to see if your project qualifies.

### Eligibility Requirements

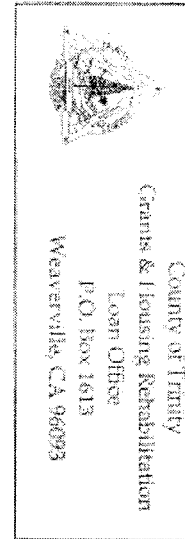
1. Property must be owner occupied and located within Trinity County
2. Meet Income Eligibility Requirements
3. Existing Health, Safety or Code Violation

*For more information and an application, please contact Rachel Allen at (530) 623-8371 or [RAllen@TrinityCounty.org](mailto:RAllen@TrinityCounty.org)*



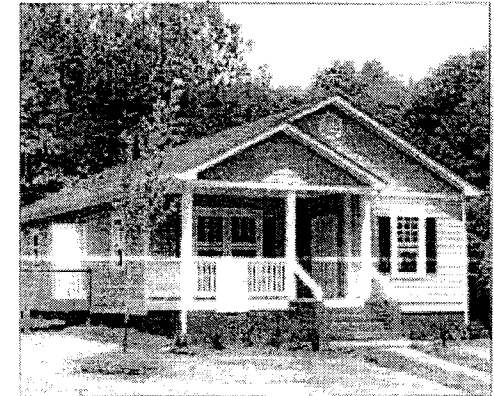
Trinity Alps, 2007

Funds



## COUNTY OF TRINITY Owner Occupied Housing Rehabilitation Program

*Working to provide safe, decent, affordable  
housing for families in need in  
Trinity County.*



Rehabilitation Program Activities include:

Repairs to roof  
Foundation  
Electrical  
Plumbing  
Heating  
Mobile home replacement  
Lead paint abatement  
and many other activities.

Homes are... solutions for generations

## Income Eligibility Requirements

To qualify, your family must meet the following income guidelines:

<u>Persons in Family</u>	<u>Max. Income</u>
1	\$30,150
2	\$34,450
3	\$38,750
4	\$43,050
5	\$46,500
6	\$49,950
7	\$53,400
8	\$56,850

Source: California Housing and Community Department,  
April 2008

### Required Documentation

- Complete Application
- Proof of Income: Copy of previous year's 1040, check stubs, and agency letter stating income
- Copies of Bank Statements for previous 6 months
- Copy of Grant Deed or Property Tax Statement
- Copy of each applicants birth certificate or driver's license.
- Copies of monthly expenses/debts

**Incomplete applications will be returned.**

## Owner Occupied Housing Rehabilitation Process

1. Complete application and provide necessary documentation (see application). Application will be reviewed & verified by the Grants & Housing Rehab Loan Office.
2. Inspection of property and dwelling by Grants Housing Rehab Specialist.
3. Housing Rehab Specialist and Grants Office will prepare proposed scope of work.
4. Title report and appraisal procedures are completed.
5. Loan package is reviewed by loan committee and is either approved or denied.
6. Project is placed out for bid.
7. After reviewing bids, housing staff and owner select contractor and/or manufactured home.
8. Final loan documents, note and deed of trust are signed by the home owner.
9. Deed of trust is recorded and work begins.
10. Grants office & Housing Rehab Specialist monitors progress of work and makes payments to contractor(s) and/or vendors.



## Loan Options

### CDBG

0-3% interest loans

Can be fully amortized, partially deferred or totally deferred  
\$200,000 maximum loan amount

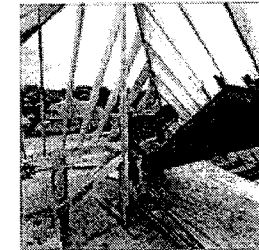


### HOME

3% interest loans that are deferred for 30 years  
After rehabilitation value limits loans limited by house size

### CalHOME

3% interest loans that are deferred for 30 years  
\$35,000 maximum loan amount



Our Housing & Rehabilitation Staff will determine the best source of funding depending on the work to be done and individual situations.

For more information and an application, please contact Rachel Allen at (530) 623-8371 or [RAllen@TrinityCounty.org](mailto:RAllen@TrinityCounty.org)

What can Trinity  
County's Business Loan  
Programs do  
for you?

- Looking to open a new business?
- Expand your existing business?
- Need training or assistance for your business?
- Marketing
- Financial training

Trinity County Business  
Loan Programs are here to  
help you.



County of Trinity

Rachel Allen  
Trinity County Courthouse  
P. O. Box 1613 Room 106  
Weaverville, CA 96093  
Phone: 530-623-8373  
Fax: 530-623-8323  
rallen@trinitycounty.org

County of Trinity

# Business Loan Programs

*Loans for Small  
and Large  
Businesses*



Grants Department

# Trinity County Business Loan Programs

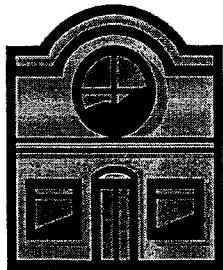
## Helping Build a growing Economy

The Trinity County Business Loan Program was established with the goal of creating and retention of stable living wage jobs in the county.

The Business Loan Program serves as a non-traditional financing source for existing and start-up businesses whose financing needs are under-served by traditional lending institutions.

## Employment Requirements

Trinity County Business Loans require one job created for every \$35,000 of Loan Program Funds.



New Businesses  
~  
Existing Businesses

**Business Loans  
Available From  
\$5,000-\$200,000**

Loans available for:

- Working Capital/Lines of Credit
- Inventory Purchase
- Equipment Acquisition
- Real Property Acquisition, Construction, Rehabilitation
- Furniture and Fixtures

Funds must create jobs in the county.

Micro Loans for small businesses from \$1,000—\$5,000 for:

- Equipment Acquisition
- Inventory Purchase



**Microenterprise  
Business  
Assistance**

A Microenterprise is simply a very small - often home based- business. Typically with fewer than 5 employees, one of whom is the owner, where the owner is low or moderate income.

Training and Technical Assistance available to help your business become as successful as you've always dreamed.

Job creation is not required with the Microenterprise program

- Workshops covering the tools needed to start or expand a business.
- One-on-one business counseling.
- Business loans of up to \$5,000 to assist with start-up, expansion or stabilization of a small business.

# CDBG PROPOSALS

## County of Trinity

### INVITES PROPOSALS FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS AND SERVICES



The State of California Department of Housing and Community Development  
Community Development Block Grant (CDBG) Program has released a  
Notice of Funding Availability for the 2009/2010 Allocation

Funds available to Trinity County is a maximum of \$800,000 for the following scenarios:

- Up to maximum \$400,000 for Public Service (up to 5 service activities)  
and/or Housing Programs
- Up to maximum \$800,000 for up to two (2) eligible projects including  
Public Improvements, Public Facilities, Multi-Family Rehab and Housing Construction
- Up to maximum \$800,000 for a combination of one eligible program (up to \$400,000)  
AND one eligible project (up to \$400,000).
- Plus a Set-Aside project of up to 10% of the total application

All projects/programs must meet the national objectives:

Benefit low-moderate income persons or prevent or eliminate slums or blight

Proposals will be submitted to the Board of Supervisors June 16th for selection prior to application for the grant.  
Proposals must be submitted to the Grants Department no later than 5:00 pm June 3, 2009.

For information on eligible services/programs please contact the Grants Office.

**For more information please contact:**

RACHEL ALLEN in the Trinity County Grants Administration Office  
Trinity County Courthouse  
11 Court Street, Room 106 P. O. Box 1613  
Weaverville, CA 96093

Phone: 530-623-8371

Fax: 530-623-8323

E-mail: [rallen@trinitycounty.org](mailto:rallen@trinitycounty.org)






**TRINITY COUNTY**  
Office of the County Administrator  
DERO B. FORSLUND  
County Administrative Officer  
P.O. BOX 1613, WEAVERVILLE, CALIFORNIA 96093-1613  
PHONE (530) 623-1382 FAX (530) 623-8365

**RECEIVED**

**SEP 21 2009**

**TRINITY COUNTY  
SUPERIOR COURT**

TO: The Honorable James Woodward,  
Presiding Judge of the Superior Court

FROM: Dero B. Forslund, CAO 

SUBJECT: Response to Recommendations of 2008-09  
Grand Jury Finance and Administration Committee Final Report  
Re Trinity County Grants Department

DATE:

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The Grand Jury Finance and Administration Committee has requested a written response to their final report on the Trinity County Grants Department. In my capacity as County Administrative Officer, my response is as follows:

**Finding #1:** The committee found that the TCGD administers the programs according to proper procedures, and is very thorough in its care of its clients.

**Response:** We Agree

**Recommendation #1:** None

**Response:** No Response required.

**Finding #2:** The TCGD is providing a commendable service. The funds they provide are helping many residents repair safety and health problems on their properties. The funds have also contributed toward the completion of community projects. The department holds community meetings in all parts of the county to inform residents of the programs.

**Response:** We Agree

**Recommendation #2:** None

**Response:** No Response required.

**Finding #3:** The grants administered through the TCGD also include business loans, micro-enterprise business assistance, and community development grants.

**Response:** We Agree

**Recommendation #3:** None

**Response:** No Response required.

**Finding #4:** The Grants Department has brought approximately \$10 million into the Trinity County economy over the last 5 years. It has assisted over 100 homeowners, and 10 community projects. Grant administration costs are paid by the grants themselves, with only minimal matching funds from the county general fund. The department is understaffed.

**Response:** We Agree in part. While additional staff could bring in more money with the difficulty the State is having with its funding and deferred payments to counties we have to be careful to not over extend the County's cash flow requirements. In addition the grants being offered are becoming more competitive limiting the County's access to them.

**Recommendation #4:** An additional Grants analyst could be hired to bring in more money to the county. Loan processing by the staff would be made more efficient with dedicated loan servicing software.

**Response:** We will continue to apply for grants as they become available. We are looking for loan servicing software to increase office efficiency and plan on implementing as soon as possible.



# TRINITY COUNTY

Board of Supervisors

P.O. BOX 1613, WEAVERVILLE, CALIFORNIA 96093  
PHONE (530) 623-1217 FAX (530) 623-8365

**RECEIVED**

OCT 16 2009

TRINITY COUNTY  
SUPERIOR COURT

TO: The Honorable James Woodward,  
Presiding Judge of the Superior Court

FROM: Trinity County Board of Supervisors *Wendy Reiss*

SUBJECT: Response to Recommendations of 2008-09  
Grand Jury Finance and Administration Committee Final Report  
Re: Trinity County Grants Department

DATE: October 6, 2009

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The Grand Jury Finance and Administration Committee has requested a written response to their final report on the Trinity County Grants Department. The Board of Supervisors' response is as follows:

**Finding #1:** The committee found that the TCGD administers its programs according to proper procedures, and is very thorough in its care of its clients.

**Response:** We Agree

**Recommendation #1:** None

**Response:** No response required

**Finding #2:** The TCGD is providing a commendable service. The funds they provide are helping many residents repair safety and health problems on their properties. The funds have also contributed toward the completion of community projects. The department holds community meetings in all parts of the county to inform residents of the programs.

**Response:** We Agree

**Recommendation #2:** None

**Response:** No response required

JUDY PFLUEGER  
DISTRICT 1

JUDY MORRIS  
DISTRICT 2

ROGER JAEGEL  
DISTRICT 3

HOWARD FREEMAN  
DISTRICT 4

WENDY REISS  
DISTRICT 5

**Finding #3:** The grants administered through the TCGD also include business loans, micro-enterprise business assistance, and community development grants.

**Response:** None

**Recommendation #3:** None

**Response:** No response required

**Finding #4:** The Grants Department has brought approximately \$10 million into the Trinity County economy over the last 5 years. It has assisted over 100 homeowners, and 10 community projects. Grant administration costs are paid by the grants themselves, with only minimal matching funds from the county general fund. The department is understaffed.

**Response:** We agree in part. Currently, Grants salaries are paid for through the Administration portion of the grants that are awarded to Trinity County, with minimal General Fund contributions. In the current financial climate we find ourselves in, Grants have become extremely competitive. In addition, the State has taken a portion of our Property Tax Receipts for the current fiscal year. The County must be very careful in not over-extending its cash flow requirements. Although increasing staff appears to be the obvious solution to the workload in the Grants office, there may be efficiencies such as software upgrades that can achieve the same goal.

**Recommendation #4:** An additional Grants analyst could be hired to bring in more money to the county. Loan processing by the staff would be made more efficient with dedicated loan servicing software.

**Response:** We agree in part. We will continue to apply for Grants. If Awarded Grants provide sufficient Administration Income, increasing staff is an option, however, in the current fiscal environment, we are analyzing Loan Service Software options to increase productivity and efficiency in the Grants office.