

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

1800 Third Street, Suite 390
P. O. Box 952054
Sacramento, CA 94252-2054
(916) 322-1554
FAX (916) 323-6660

**SEEDS****State Enterprise and Economic Development Section****MANAGEMENT MEMORANDUM****Memorandum Number 7-01****Date: February 9, 2007****TO: All Enterprise Zones****From: Frank Luera, Chief
State Enterprise and Economic Development Section
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE****SUBJECT: Implementation of the New Vouchering Regulations—Status Report**

On January 1, 2007, the new vouchering regulations, Sections 8460-8467 of the California Code of Regulations (CCR), Title 25, became effective. Currently, the Department of Housing and Community Development (Department) is working to develop the various tools, such as the voucher application forms, that your enterprise zones will require to implement these regulations. Because we need more time to refine these items before we can share them with you, we offer the following guidelines to help you with the transition to the new regulations.

General Guidelines

Until further notice, all enterprise zones that are currently eligible to voucher should observe the following guidelines:

1. **Continue to voucher.** If your enterprise zone's current designation status allows it to voucher, please continue to accept, review, and approve all voucher applications that meet the eligibility criteria.
2. **Continue to use the existing voucher application forms.** The Department will soon issue the revised forms that will incorporate all of the requirements presented in the new regulations. Until we do, the enterprise zones should continue to use the forms that were in place prior to the approval of the new regulations. Admittedly, these existing forms do not include all of the elements, such as the statement on priority employment, required by the new regulations. However, by relying on the existing forms, we can limit and better manage the number of changes (and forms) we impose on the business community and, therefore, minimize the impact on everyone. Therefore, do not modify the existing forms during this interim period. Use the existing forms "as is."
3. **Track all vouchers issued as of January 1, 2007, by the date of issuance.** We have created the numbering system required by Section 8463(b) of the CCR and plan to issue them shortly. Once we allocate the numbers to your enterprise zones, you should assign the

numbers to the vouchers in the order in which you issued them. In anticipation of this numbering system, we suggest that you maintain a log of the vouchers by the date of issuance.

4. **Apply the eligibility documentation requirements as stated in the new vouchering regulations.** The new regulations became effective on January 1, 2007. As a result, the vouchering agents should ensure that any voucher applications adhere to the documentation requirements required under Section 8466 of the new regulations.

The guideline on the existing voucher application form is intended as an interim step. Once we disseminate the revised application forms, they will replace all existing voucher forms and become the only acceptable voucher documents.

Upcoming Events

To help provide more guidance on the new regulations, the Department will be holding the following workshops:

Date	Location	Time
February 27	1800 3 rd Street, Room 183 Sacramento	10 a.m.-1 p.m.
March 1	1200 West 7 th Street, 4 th Floor, Room 4C Los Angeles	10 a.m.-1 p.m.

The workshops will be open to everyone. During the workshops, we plan to discuss the Department's expectations for the implementation of the new regulations. In addition, we will discuss the new voucher forms and the voucher numbering system.

If you would like to attend either of the workshops, please reserve your seat by notifying Diana Prado at (916) 322-1112 or dprado@hcd.ca.gov. By reserving your spot, you can ensure that we have sufficient handouts and seating for everyone who attends the workshops.

If you have any questions on the new regulations or the upcoming workshops, please call me at (916) 327-2862.