STATE OF CALIFORNIA -BUSINESS, TRANSPORTATION, AND HOUSING AGENCY Arnold Schwarzenegger, Governor

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 MANAGEMENT MEMORANDUM

State Enterprise and Economic Development Section   Memorandum Number 7-06

Date: **December 12, 2007**

TO: **Enterprise Zone Coordinators**

From: **Frank Luera, Chief**
                 State Enterprise and Economic Development Section
                 DIVISION OF FINANCIAL ASSISTANCE
                 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

SUBJECT: **Voucher Numbers—Enterprise Zone Allocations**

The Department of Housing and Community Development (Department) has developed the numbering system that enterprise zones should use to individually identify all vouchers issued for the hiring tax credit. Enterprise Zones should implement this system as of January 1, 2008. The following sections provide an overview of the system.

Requirement for Voucher Numbers

Section 8463(b) of the California Code of Regulations, Title 25, requires enterprise zones to sequentially identify vouchers issued using numbers allocated by the Department.   To implement this requirement, the Department has developed a numbering system that allocates specific ranges to each enterprise zone. See Attachment A for a list of the designated ranges.

To adhere to the requirement for a voucher number, an enterprise zone should assign a number from its designated range to each voucher issued as of January 1, 2008. The vouchering agent should place the assigned number in the box located in the upper right-hand corner of the recently-issued Voucher Certificate.

Allocations Made to All Enterprise Zones

The requirement for a number applies to vouchers issued by all of the enterprise zones. Because the regulations allow expired and some conditional zones, as well as existing zones, to issue vouchers, we have allocated separate numbers to each of these zones. As a result, jurisdictions that have both an expired and a newly-designated enterprise zone will need to distinguish the vouchers issued by these zones. For example, if a single vouchering agent processes applications for both the previous and new zone, the agent cannot use the numbering sequence for the newly-designated zone to number a voucher attributable to the expired zone, and vice versa. In this

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example, the vouchering agent will need to ensure that the jurisdictions use the numbering range assigned to the enterprise zone to which the vouchers correspond.

Enterprise Zones May Allocate Ranges to Jurisdictions

The range of numbers allocated to the enterprise zones permits them to number up to 9,999 vouchers. If an enterprise zone has more than one jurisdiction and vouchering agent, it may assign part of its range to the other jurisdictions. For example, Enterprise Zone ABC may assign Jurisdiction A the range of ABC-08-0001 to ABC-08-2999, Jurisdiction B the range of ABC-08-3000 to ABC-08-5999, and Jurisdiction C the range of ABC-08-6000 to ABC-08-9999. Each of the jurisdictions would use its respective range to number the vouchers it issued. In this way, Jurisdictions A, B, and C will observe the requirement and designated range, but may continue to separately process vouchers issued through the enterprise zone.

Exception: The Department will permit the enterprise zones administered by the Cities of Los Angeles and San Jose to use one set of numbers for their respective zones to accommodate their data processing systems. However, each of these zones must maintain the alphanumeric code assigned to them (e.g., XLAC-08, LAES-08, etc.).

Requests for More Allocations

Enterprise zones should use the numbering sequence described in Attachment A for any vouchers issued in 2008. The Department will issue a new sequence each calendar year. If an enterprise zone exhausts its allocated range before the end of the calendar year, it should contact the Department for a new allocation.

Report on Voucher Activity

The requirement for a number will apply to each voucher issued by the enterprise zone. Although the enterprise zone is not required to assign a number to the applications it denies, it should maintain a record of these applications so that the Department can track and monitor the number of applications accepted (as opposed to approved) by the enterprise zone. To record this activity, the Department recommends that enterprise zones establish a log or table that identifies key dates and results for each application. This information should include the date the enterprise zone received the application and specific distinguishing characteristics, such as the business and employee name. See Attachment B for the suggested format.

At the end of the calendar year, the Department will request from each enterprise zone a breakdown of the number of applications approved, denied, and pending. If requested by the Department, the enterprise zones may need to provide information on the total vouchers issued by voucher number.

Contact Information

If you have any questions about the Department's voucher numbering system, please call Adrienne DiLullo at (916) 324-6758.

Allocation
Of
Voucher Numbers

Year: 2008

Instruction for Active Zones: Each enterprise zone should use its corresponding numbering sequence listed below for each voucher it issues from January 1, 2008, through December 31, 2008. Enterprise Zones that consist of more than one jurisdiction <u>and</u> more than one vouchering agent may divide their allotment of voucher numbers among their respective jurisdictions. For example, an enterprise zone with two vouchering agents can allot the sequence 08-0001 to 08-4999 to the first agent and 08-5000 to 08-9999 to the second agent.

Enterprise Zone	Expired	Start	End
Agua Mansa	X	XAM-08-0001	XAM-08-9999
Altadena/Pasadena	X	XAP-08-0001	XAP-08-9999
Antelope Valley		ANV-08-0001	ANV-08-9999
Arvin		ARV-08-0001	ARV-08-9999
Bakersfield/Kern County	X	XBKC-08-0001	XBKC-08-9999
Barstow		BRS-08-0001	BRS-08-9999
Coachella Valley	X	XCV-08-0001	XCV-08-9999
Coachella Valley		CV-08-0001	CV-08-9999
Calexico	X	XCL-08-0001	XCL-08-9999
Calexico		CL-08-0001	CL-08-9999
Compton		CMP-08-0001	CMP-08-9999
Delano	X	XDL-08-0001	XDL-08-9999
Delano		DL-08-0001	DL-08-9999
Eureka	X	XER-08-0001	XER-08-9999
Eureka		ER-08-0001	ER-08-9999
Fresno	X	XFR-08-0001	XFR-08-9999
Fresno, City of		FR-08-0001	FR-08-9999
Fresno County		FC-08-0001	FC-08-9999
Imperial Valley		IV-08-0001	IV-08-9999
Kings County		KC-08-0001	KC-08-9999
Lindsay		LND-08-0001	LND-08-9999
Long Beach	X	XLB-08-0001	XLB-08-9999
Long Beach		LB-08-0001	LB-08-9999
Los Angeles-Central City	X	XLAC-08	*
Los Angeles-Mid-Alameda Cor	X	XLAM-08	*
Los Angeles-Northeast Valley	X	XLAN-08	*
Los Angeles-Eastside		LAES-08	*
Los Angeles-Harbor Area		LAHA-08	*
Los Angeles-Hollywood		LAHL-08	*
Madera		MDR-08-0001	MDR-08-9999

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* Per an agreement with the Department, the cities of Los Angeles and San Jose may use one set of numbers for their corresponding zones in order to accommodate their data processing systems.

Enterprise Zone	Expired	Start	End
Merced/Atwater	X	XMR-08-0001	XMR-08-9999
Merced		MR-08-0001	MR-08-9999
Oakland		OKL-08-0001	OKL-08-9999
Oroville	X	XOR-08-0001	XOR-08-9999
Oroville		OR-08-0001	OR-08-9999
Pasadena		PSD-08-0001	PSD-08-9999
Pittsburg		PTB-08-0001	PTB-08-9999
Porterville	X	XPR-08-0001	XPR-08-9999
Richmond	X	XRC-08-0001	XRC-08-9999
Richmond		RC-08-0001	RC-08-9999
Sacramento-Northgate	X	XSN-08-0001	XSN-08-9999
Sacramento-Army Depot		SAD-08-0001	SAD-08-9999
Sacramento-Florin/Perkins		SFP-08-0001	SFP-08-9999
Sacramento-Northern		SCN-08-0001	SCN-08-9999
San Bernardino		SB-08-0001	SB-08-9999
San Diego-Metro	X	XSDM-08-0001	XSDM-08-9999
San Diego-South Bay	X	XSDS-08-0001	XSDS-08-9999
San Diego		SD-08-0001	SD-08-9999
San Francisco	X	XSF-08-0001	XSF-08-9999
San Francisco		SF-08-0001	SF-08-9999
San Jose	X	XSJ-08	*
San Jose		SJ-08	*
Santa Ana		SA-08-0001	SA-08-9999
Santa Clarita		SC-08-0001	SC-08-9999
Shafter		SHF-08-0001	SHF-08-9999
Shasta Metro	X	XSM-08-0001	XSM-08-9999
Shasta Metro		SM-08-0001	SM-08-9999
Shasta Valley		SV-08-0001	SV-08-9999
Southgate-Lynwood		SL-08-0001	SL-08-9999
Stanislaus		STN-08-0001	STN-08-9999
Stockton		STK-08-0001	STK-08-9999
Watsonville		WTS-08-0001	WTS-08-9999
West Sacramento		WS-08-0001	WS-08-9999
Yuba/Sutter	X	XYS-08-0001	XYS-08-9999
Yuba/Sutter		YS-08-0001	YS-08-9999

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Application Log
(State Recommended)

Date Received	Company Name	Employee Name	Determination		Voucher Certificate	
			Approved	Denied	Number Assigned	Date of Issuance