

M e m o r a n d u m

To: Potential Applicants for 2006 Enterprise Zone Designation Round

Date: August 21, 2006

From: **CALIFORNIA ENTERPRISE ZONE PROGRAM
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

Subject: **Requests for Technical Assistance**

As many of you know, the Applications for Designation are due September 6, 2006. Because we recognize that some of you may have questions about the process or would like an opportunity to discuss your application with our staff, we want you to know that we will strive to make ourselves available to meet all of your needs, especially in the days leading up to the deadline.

To ensure that we are as responsive as possible, we encourage you to consider all of our staff as potential resources. Though we have experienced some recent turnover, we are fortunate to have added one new staff member, Janet Myles, to the program. Together with our other staff, we believe that she will help us manage the workload and provide you with the assistance you need.

How To Get Technical Assistance

If you do have any questions and would like our help, please call or e-mail **any** of the following staff:

Frank Luera, Interim Manager
916.327.2862
fluera@hcd.ca.gov

Michelle Adams, Enterprise Zone Representative
916.327.0579
miadams@hcd.ca.gov

Janet Myles, Enterprise Zone Representative
916.324.6757
jmyles@hcd.ca.gov

Diana Prado, Enterprise Zone Technician
916.322.1112
dprado@hcd.ca.gov

Although individually we may not be able to immediately answer all of your questions, we will consult the other team members and respond as quickly as we can. In most instances, we believe we can respond within 24 hours. If not, we will let you know and set a specific turnaround time. In all instances, our goal will be to provide you with the information you need to submit a complete application that meets all of the requirements.