

**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

**Enterprise Zone Program****MANAGEMENT MEMORANDUM
Memorandum Number 12-01**

Date: September 10, 2012

TO: All G-TEDA Administrators

From: John Nunn, Jr.
Enterprise Zone Program Manager

SUBJECT: G-TEDA Biennial Reporting

By statute, all Government Targeted Economic Development Areas (G-TEDA) are required to report their activities relative to their goals and objectives and commitments as stated in their original applications for designation and the Department's memorandum of understanding. The date set for submission of the Biennial Report covering the most current period (fiscal years 2009-2010 and 2010-2011) is October 1, 2012. The pertinent passage of the code appears below:

7085.1

(a) The governing board of the G-TEDA shall report to the department by October 1, 2008, and by that date every other year thereafter, on the activities of the G-TEDA in the previous two fiscal years and its plans for the current and following fiscal year. The biennial report shall include at least both of the following:

1. The progress the G-TEDA has made during the period covered by the report relative to its goals, objectives, and commitments set forth in its original application and the department's memorandum of understanding with the G-TEDA.
2. Identification of the previous two years' funding, including in-kind funding. The previous two years' funding, including in-kind funding. The previous two years' funding levels shall be compared to the funding levels identified in its original application and the department's memorandum of understanding with the G-TEDA, and the amount identified in the previous year's biennial report. An explanation of any meaningful discrepancies in these amounts shall be provided.

(b) A copy of the biennial report developed pursuant to subdivision (a) shall also be submitted to the legislative bodies of the local jurisdictions comprising the G-TEDA. The progress of the G-TEDA in meeting the goals, objectives, and commitments set forth in the original application and the memorandum of understanding with the department shall be reviewed at least biennially by these legislative bodies, either as part of the approval of the G-TEDA's annual work plan or separately, at the discretion of the legislative body.

Given the pending proposed rulemaking action governing the Enterprise Zone Program's policies and procedures, the Department had planned to postpone the due date for this report until after the new regulations have been adopted. We have been advised by counsel however, that this is not possible and that we must adhere to the date required in statute.

We do apologize for this late notice and in light of our error; we will allow a grace period of sixty days for submission of the report. Reports must be submitted to HCD by November 30, 2012.

Please contact program staff or myself at (916) 322-1554 should you have any further questions.