



CALIFORNIA ENTERPRISE DEVELOPMENT AUTHORITY

a CALED sponsored organization

POLICY AND PROCEDURE

ECONOMIC DEVELOPMENT OPPORTUNITY FUND (EDOF) CONTRIBUTION GUIDELINES

Adopted by the CEDA Board of Directors, November 15, 2018

I. PURPOSE

- California Enterprise Development Authority ("CEDA") is comprised of California municipalities possessing broad governmental functions including stimulating or expanding local economies, promoting opportunities for the creation or retention of employment and stimulating economic activity and increasing the tax base;
- CEDA desires to assist certain organizations in undertaking and completing projects that will provide public benefits to CEDA members and their residents, including the financing of development projects and other economic development public purpose projects;
- CEDA is expressly authorized to allocate surplus funds for economic development purposes;
- In furtherance of its powers and goals, CEDA has established a "Economic Development Opportunity Fund" or "EDOF," and through its Board, shall provide funding for EDof contributions as part of its annual budgetary process.
- As used herein, the term "employee" or "employees" or "staff" shall include employees hired directly by the Authority as well as employees of the California Association for Local Economic Development who perform work for the Authority pursuant to a written agreement.

II. CRITERIA

CEDA's Board shall distribute EDof contributions, through Board action, to EDof applicants who meet the following criteria:

- Applications must be submitted 30 days prior to the start date of the project, program or event;

- Applications will be evaluated and EDOF contributions awarded on a year-round basis subject to available funding;
- An applicant must describe how it will use the EDOF contribution for an event, project or program which will promote local economic development including:
 - stimulating or expanding local economies;
 - promoting opportunities for the creation or retention of employment;
 - stimulating economic activity;
 - increasing the tax base; or
 - providing education related to promoting local economic development.
- EDOF contributions are available to local, regional and statewide organizations with a Section 501(c)(3) or 501(c)(6) tax status designation, non-profit educational institutions and public agencies;
- Priority for EDOF contributions is given for projects, programs or events within the jurisdiction of CEDA member agencies, but funding for projects, programs or events outside of CEDA member jurisdictions may be awarded if the applicant can demonstrate a significant public economic benefit to CEDA members and their residents;
- EDOF funding is awarded on a one-time non-recurrent basis, but applicants may submit subsequent requests for EDOF funding;
- Upon CEDA's request, the recipient of an EDOF contribution shall acknowledge CEDA's funding or sponsorship of the project, program or event in the same manner as any other organization or individual providing substantially the same level of support;
- The applicant shall agree to indemnify CEDA, its members, officers, agents, advisors and employees against all liability, losses, damages, costs and charges (including reasonable attorneys' fees), causes of actions, suits, claims, demands and judgments of every conceivable kind, character and nature whatsoever, by or on behalf of any person or entity arising in any manner from the project, program or event for which CEDA has awarded EDOF funding;
- The applicant shall agree to provide CEDA, on an annual basis, with a status report describing how it has used the EDOF funding including the public benefits of the project, program or event, and the Authority staff shall annually provide the CEDA Board with copies of such reports, or a summary thereof, including a listing of all EDOF funding recipients over the past year, the amount of each EDOF contribution awarded and the purpose of each award until all funds are expended.

III. LIMITATIONS

- CEDA will not fund projects, programs or events retroactively;
- EDOF funds cannot be used for an applicant's on-going legal, lobbying, consultant or general operating or administrative expenses;
- EDOF funds cannot be used for partisan political purposes (e.g., the election of candidates to public office, in support of political organizations, or for advocacy regarding partisan political issues);
- EDOF funding cannot be used in a manner which discriminates on the basis of age, race, gender, sexual orientation, marital status, national origin or disability;
- Applicant shall bear all responsibility for use of EDOF funds in a manner consistent with federal, state and local laws and regulations governing the applicant's operations;
- EDOF funding is not available to for-profit organizations.

IV. APPLICATION

The Authority shall develop an application form for use by all applicants seeking EDOF funding including, but not limited to:

- The applicant's name, contact information, its organizational purpose/mission and its federal tax identification number, as applicable;
- A detailed description of the project, program or event for which the applicant seeks EDOF funding including the specific public purpose(s) of such activities and a project timeline;
- The applicant's agreement to abide by all EDOF criteria and limitations, and that any EDOF funding will only be used for the public purpose(s) described in the application.

The Authority shall also take appropriate actions to publicize the availability of EDOF applications if requested by the Authority Board.