

**AMENDMENT TO BOARD OF SUPERVISORS  
AGREEMENT NO. 20-039**

This Amendment to BOS Agreement No. 20-039 is entered into this 23<sup>rd</sup> day of MARCH, 2021, by and between the COUNTY OF MENDOCINO, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and West Business Development Center, hereinafter referred to as "CONTRACTOR".

WHEREAS, BOS Agreement No. 20-039 was entered into on May 5, 2020; and

WHEREAS, upon execution of this document by the Chair of the Mendocino County Board of Supervisors and West Business Development Center, this document will become part of the aforementioned contract and shall be incorporated therein; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to amend services and scope of work provided by CONTRACTOR in BOS Agreement No. 20-039, to include additional services described in Attachment A-2; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to increase the total funding of this agreement consistent with the cost matrix as stated in attachment A2; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to increase the amount set out in the first Amendment, BOS Agreement No. 20-039, from \$500,000 to \$771,776.

NOW, THEREFORE, we agree as follows:

1. The amount set out in the first Amendment, BOS Agreement No. 20-039, will be increased from **\$500,000 to \$771,776** according to the cost matrix as stated in attachment A2.
2. The scope of services set out in Agreement No. BOS 20-039 shall be amended to include the additional services as described in Attachment A-2.

All other terms and conditions of BOS Agreement No. 20-039 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**DEPARTMENT FISCAL REVIEW:**

[Signature] 3-10-2021  
DEPARTMENT HEAD DATE

Budgeted:  Yes  No

Budget Unit: UB (0402); Project Code: UBCV1

Line Item: 862189

Grant:  Yes  No

Grant No.: 18-CDBG-12929

**CONTRACTOR/COMPANY NAME:**

By: [Signature]

**NAME AND ADDRESS OF CONTRACTOR:**

West Business Development Center

345 N. Franklin Street

Fort Bragg, CA 95437

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

**COUNTY OF MENDOCINO**

By: [Signature]  
DAN GJERDE, Chair  
BOARD OF SUPERVISORS **MAR 24 2021**

**ATTEST:**

CARMEL J. ANGELO, Clerk of said Board

By: [Signature]  
Deputy **MAR 24 2021**

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: [Signature]  
Deputy **MAR 24 2021**

**COUNTY COUNSEL REVIEW:**

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,  
County Counsel

By: [Signature]  
Deputy

**INSURANCE REVIEW:**

By: [Signature]  
Risk Management

**EXECUTIVE OFFICE/FISCAL REVIEW:**

APPROVAL RECOMMENDED

By: [Signature]  
Deputy CEO

Signatory Authority: \$0-25,000 Department; \$25,001-50,000 Purchasing Agent; \$50,001+ Board of Supervisors

Exception to Bid Process Required/Completed  RFP \_\_\_\_\_

Mendocino County Business License: Valid

Exempt Pursuant to MCC Section: \_\_\_\_\_

## Attachment A-2

### SCOPE OF SERVICES

#### **Implement CDBG CV-1 Funds for Microenterprise Technical and Financial Assistance**

1. The technical and financial assistance to be provided by the CONTRACTOR will address the barriers many microenterprise and microenterprises experience. The program will provide by remote one-on-one and webinar-based training including business plan preparation, financial forecasting, cash flow management, Ecommerce, cybersecurity, and marketing locally and regionally.
2. The financial assistance provided by the CONTRACTOR will include,
  - a. Originate microenterprise financial assistance grants;
  - b. Market the Program;
  - c. Accept and process applications;
  - d. Conduct HCD CDBG LMI verification including review of 2019 tax return, review of current year to date P&L, run a credit report to determine business debt and for ME LMI eligibility determine owner operator is LMI or that 51% of employees are LMI;
  - e. Determine financial need and use of funds is reasonable and appropriate and recommend approval of grants;
  - f. Ensure timely grant approvals and disbursement of funds;
  - g. Maintain participant files and fiscal records;
  - h. Provide technical assistance to improve the likelihood of success for the participant;
  - i. Work with program participants and ensure compliance with these program guidelines.

<b>Cost Matrix</b>	
Financial Assistance	\$239,902
Technical Assistance	\$14,715
General Administration	\$17,159
<b>Total:</b>	<b>\$271,776</b>