



# Mendocino County

## Legislation Text

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**File #:** 20-0359, **Version:** 1

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**To:** Board of Supervisors

**From:** Planning and Building Services

**Meeting Date:** May 5, 2020

**Department Contact:** Adrienne Thompson

**Phone:** 234-6650

**Department Contact:** Brent Schultz

**Phone:** 234-6650

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Approval of Agreement with West Business Development Center (West BDC) in the Amount of \$500,000 to Operate the County's Microenterprise Technical Assistance Services Program, Funded by the County's 2018 Community Development Block Grant (No. 18-CDBG-12904) Program Effective May 5, 2020 through December 31, 2022

**Recommended Action/Motion:**

Approval of Agreement with West Business Development Center (West BDC) in the amount of \$500,000 to operate the County's Microenterprise Technical Assistance Services Program, funded by the County's 2018 Community Development Block Grant (No. 18-CDBG-12904) Program effective May 5, 2020 through December 31, 2022, and authorize Chair to sign same; HCD staff have confirmed that funds can be reimbursed prior to receipt and execution of the Standard Agreement as long as work conducted by the Contractor is for CDBG eligible activities.

**Previous Board/Board Committee Actions:**

The Board approved Resolution No. 19-029 on February 5, 2019, authorizing the submittal of an application to the State Department of Housing and Community Development (HCD) to receive CDBG Grant funds.

**Summary of Request:**

The Housing and Community Development (HCD) Department of the State of California awarded the County \$500,000 of CDBG funds to operate a Microenterprise Technical Assistance Services Program. Planning and Building Services (PBS) conducted an RFP for Microenterprise Technical Assistance Services in November 2019, at which time West BDC was the only responder. The County has a successful history of working with West BDC, and they have been the operator of the County's Microenterprise Technical Assistance Program for several CDBG Grant awards including the 2008, 2010, 2012, and this current request from staff for the agreement before the Board for 2018. Recently, HCD staff informed the County that they can award this contract prior to receipt and execution of the Standard Agreement. HCD staff further states that the County can receive reimbursement of Contractor costs as long as work is for CDBG eligible activities. If the agreement with West BDC is approved prior to signing the Standard Agreement with HCD, PBS requests that any potential funding receive written approval by the Director of Planning and Building Services prior to expenditure. PBS has been working directly with Jessica Hayes, HCD Specialist, who has provided clearance to enter into this agreement prior to the County receiving the 2018 Standard Agreement. The start date of the

proposed agreement with West BDC could begin prior to the County's signing the Standard Agreement with HCD, if all terms and conditions above are met related to eligibility of costs.

**Alternative Action/Motion:**

Do not approve the agreement and provide direction to staff.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** 0402-862189

**current f/y cost:** 125,580.00

**annual recurring cost:** N/A

**budget clarification:** State Housing and Community Development (HCD) staff have confirmed that funds are reimbursed prior to receipt and execution of the Standard Agreement as long as work conducted by the Contractor for CDBG eligible activities

**budgeted in current f/y:** Yes

**if no, please describe:**

**revenue agreement:** N/A

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Steve Dunncliff, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

**Executed By:** Lindsey Dunham, Deputy Clerk I

**Date:** May 5, 2020

**Note to Department:** Number of Original Agreements

**Returned to Dept:** 0 Original Agreement Delivered to

**Auditor?** No

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**Final Status:** **Approved**

**Executed Item:** **Agreement** Number: 20-039

