



# Mendocino County

## Legislation Text

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**File #:** 17-0222, **Version:** 1

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**To:** Board of Supervisors

**From:** Planning and Building Services

**Meeting Date:** April 4, 2017

**Department Contact:** Adrienne Thompson

**Phone:** 234-6650

**Department Contact:** Nash Gonzalez

**Phone:** 234-6650

**Item Type:** Consent Agenda

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

**Agenda Title:**

Approval of Amendment to Agreement No. 14-037 with West Company (West Co.) in the Amount of \$83,320, from a "Not to Exceed Value" of \$340,500 to a Total of \$423,820 to Continue Operating the County's Microenterprise Technical Assistance Services Program Funded by the County's 2012 Community Development Block Grant (CDBG) Program

**Recommended Action/Motion:**

Approve amendment to Agreement No. 14-037 with West Co. in the amount of \$83,320, from a "Not to Exceed Value" of \$340,500 to a total of \$423,820 to continue operating the County's Microenterprise Technical Assistance Services Program funded by the County's 2012 Community Development Block Grant (CDBG) program; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

The Board approved the 2012 CDBG Application on March 27, 2012 (Resolution No. 12-055). On July 8, 2014 the Board approved Agreement No. BOS 14-037 with West Co. to operate the County's Microenterprise Technical Assistance Service Program. On June 7, 2016 the Board approved Amendment No. BOS 14-037A1 to Agreement No. 14-037 to allocate an additional \$70,000 of CDBG funding to West Co. to continue operating the County's Microenterprise Technical Assistance Service Program (Resolution No. 15-162 - November 3, 2015). On June 6, 2016 the Board approved Resolution No. 16-075 to allocate an additional \$76,320 of CDBG funding to West Co. to continue operating the County's Microenterprise Technical Assistance Service Program.

**Summary of Request:**

The Housing and Community Development (HCD) Department of the State of California awarded the County \$1,000,000 of CDBG funding in 2012. The Microenterprise Technical Assistance Services Program was one of seven projects. Planning and Building Services (PBS) conducted an RFP for Microenterprise Technical Assistance Services and West Company was the only responder. PBS conducted a cost reasonableness analysis, justifying an agreement with West Company, to operate the County's Microenterprise Technical Assistance Services Program. On July 8, 2014 the Board executed an agreement with West Co. to provide Microenterprise Business Technical Assistance funded with CDBG funds for \$277,500. On June 7, 2016 the Board approved Amendment No. BOS 14-037A1, which allocated an additional \$70,000 of CDBG funding. By increasing the "Not to Exceed Value" to \$340,500, a \$7,000 fund availability exists (to be added to the current

amendment request). This second agreement amendment will provide an additional \$76,320 (amount authorized by Board Resolution No. 16-075) of CDBG funding for West Co. plus \$7,000 for a total increase of \$83,320 to continue operating the program.

**Alternative Action/Motion:**

Do not approve the amendment to the Agreement and provide direction to staff.

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

**Fiscal Impact:**

**Source of Funding:** 0402-862189

**Current F/Y Cost:** \$76,320

**Budgeted in Current F/Y:** Yes

**Annual Recurring Cost:** N/A

**Supervisory District:** All

**Vote Requirement:** Majority

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

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**CEO Liaison:** Kenneth Spain, Administrative Analyst  
II

**CEO Review:** Yes

**Comments:**