



Mendocino County

Legislation Text

File #: 23-0153, Version: 1

To: Board of Supervisors

From: Planning and Building Services

Meeting Date: February 7, 2023

Department Contact: Adrienne Thompson

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Department Contact: Julia Krog

Phone: 707-234-6650

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Approval of Second Amendment to BOS Agreement 20-039 with West Business Development Center to Adjust the Cost Matrix for the CDBG CV-1 (COVID) Funds for Microenterprise Technical and Financial Assistance to Reflect a Decrease in Financial Assistance, an Increase in Technical Assistance, and Extension of the Termination Date to June 30, 2023

Recommended Action/Motion:

Approve the second amendment to BOS Agreement 20-039 with West Business Development Center to adjust the cost matrix for the CDBG CV-1 (COVID) funds for Microenterprise Technical and Financial Assistance to reflect a decrease in financial assistance, an increase in technical assistance, and extension of the termination date to June 30, 2023; and authorize the Chair to sign same.

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. On May 5th, 2020, Item 4n, the original contract with West Business Development Center (BDC) was approved, however, it had an incorrect reference to the CDBG grant number. On March 23, 2021, the Board of Supervisors approved, Item No. 4y, the first amendment to BOS Agreement 20-039, which implemented the CDBG CV-1 (COVID) funds in the amount of \$271,776.

Summary of Request:

On May 5, 2020, Planning and Building Services (PBS) entered into a contract with West BDC to operate the County's Microenterprise Technical Assistance Services Program for Grant No. 18-CDBG-12929. West BDC was awarded the original contract by responding to the Request for Proposal. West BDC has been the operator of the County's Microenterprise Technical Assistance Program for several CDBG Grant cycles, including the 2008, 2010, 2012, and 2018. The additional funding reflected in the first amendment specified the amount for Financial and Technical Assistance from the State's COVID funding, CV-1 (20-CDBG-CV1-00035). The administration cost for West BDC and Mendocino County was reflected in the original agreement (BOS Agreement No. 20-039). The first amendment implemented the CDBG Cares Act Round 1 funds for the purpose of establishing a Microenterprise Technical and Financial Assistance program to help microenterprise businesses sustain themselves and pursue business activities during the COVID-19 period. This program is to provide financial assistance in the form of mini grants of up to \$10,000 combined with technical assistance to

ensure the funds are used in a way that meets the micro entrepreneur's needs, program goals, and CDBG program requirements. West BDC is the program operator and will award grants to support micro businesses in need that meet CDBG COVID-19 Cares Act eligibility requirements.

This second amendment to BOS Agreement 20-039 is extending the termination date from December 31, 2022, to June 30, 2023, to incorporate the State's extension for the use of the CV-1 funds and amending the cost matrix as discussed by the Board of Supervisors on July 26, 2022. At that meeting, the Board noted approval to move \$20,000 from mini grants to technical assistance leaving \$100,000 for future grants.

Alternative Action/Motion:

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

Does This Item Support the General Plan? N/A

Strategic Plan Priority Designation: A Thriving Economy

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: n/a

Fiscal Details:

source of funding: 0402-862189

current f/y cost: \$208,802

annual recurring cost: \$245,039

budget clarification: N/A

budgeted in current f/y: Yes

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Steve Dunicliff, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: February 7, 2023

Final Status: Approved

Executed Item Type: Agreement Number: 20-039-A2

