



COUNTY OF HUMBOLDT

For the meeting of: 6/25/2019

File #: 19-834

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Contract with Humboldt State University Sponsored Programs Foundation's North Coast Small Business Resource Center, Inc. for Microenterprise Technical Assistance

RECOMMENDATION(S):

That the Board of Supervisors:

1. Review, approve, and authorize the Board Chair to sign a contract with Humboldt State University Sponsored Programs Foundation's North Coast Small Business Development Center, Inc. to provide Microenterprise Technical Assistance Services.

SOURCE OF FUNDING:

Community Development Block Grant Funds

DISCUSSION:

Planning and Building is asking the Board of Supervisors to authorize the Board chair to sign a contract with Humboldt State University Sponsored Programs Foundation's North Coast Small Business Resource Center, Inc. to provide microenterprise technical assistance services using grant money from the State of California Housing and Community Development's (HCD) Community Development Block Grant (CDBG) program.

The county regularly applies for and is awarded CDBG grants for microenterprise technical assistance. The microenterprise program offers technical assistance to businesses with less than five employees where the business owner earns less than 80% of area median income, adjusted by household size. For one person that is income under \$33,450 and a family of four is under \$47,450. Technical Assistance may include how to legally incorporate, how to write a business plan or teaching financial literacy. A full list of services provided is included as Attachment A to the agreement.

The county has an open grant with approximately \$50,000 available and has applied for a new grant in the amount of \$400,000 which has not yet been funded. In addition, if there are repayments of housing loans, those are placed in a restricted account and may be used for an open grant activity.

Since this is an ongoing program and there are multiple grants available to fund the program, the agreement is for three full years. This agreement only contracts for the available \$50,000 but provides that should additional funds become available the contract can be amended without additional Board of Supervisors approval. The agreement does state a maximum amount per client, so any additional funding will mean more business owners can be served.

The county issued a Request For Proposal (RFP) in February 2019. The successful bidder is Humboldt State University Sponsored Programs Foundation's North Coast Small Business Development Center, Inc.

The attached contract was reviewed and approved by county counsel and risk management.

FINANCIAL IMPACT:

All costs of the program will be paid for with CDBG funds coming from the State of California Community Development Block funds. Funding of \$50,000 is available for microenterprise technical assistance service and has been included in the fiscal year 2019-20 Proposed Budget. Funding is available through a CDBG program and will have no impact on the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by supporting business, workforce development and creation of private-sector jobs

OTHER AGENCY INVOLVEMENT:

Humboldt State University Sponsored Programs Foundation's North Coast Small Business Development Center, Inc.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to have staff reissue the RFP and secure a different vendor. This alternative is not recommended as Humboldt State University Sponsored Programs Foundation's North Coast Small Business Resource Center, Inc has been providing these services since the late 1990's.

ATTACHMENTS:

Attachment A: Contract with Humboldt State University Sponsored Programs Foundation's North Coast Small Business Resource Center, Inc.,

Attachment B: Certificate of liability - County of Humboldt

Attachment C: Certificate of liability - AORMA

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A