

**DRAFT
SCOPE OF WORK**

CITY OF FORT BRAGG

**REQUEST FOR PROPOSALS TO PROVIDE ECONOMIC DEVELOPMENT BUSINESS LOAN
DEVELOPMENT, PROJECT UNDERWRITING, OVER-THE-COUNTER APPLICATION
PREPARATION, LOAN SERVICING, AND RELATED SERVICES
FOR THE CITY OF FORT BRAGG**

The City of Fort Bragg wishes to be proactive in the creation of economic development opportunities for the community. Each year, the City is eligible to apply for Over-the-Counter (OTC) funding from the State of California Department of Housing and Community Development (HCD), Community Development Block Grant Program (CDBG), for economic development activities in the community. In addition, the City may periodically provide economic development assistance with CDBG Business Assistance Loan Program funding, Microenterprise Financial Assistance funding, Program Income funds or from other CDBG funding. Applications for CDBG business loan funds require that the City conducts underwriting and other analyses of participating private businesses to help ensure that funds are supporting viable business that can meet CDBG job creation or retention requirements. Such underwriting and analyses require specialized knowledge. Upon funding, specific Public Benefit requirements must be met, documented, and monitored. The City desires to enter into an agreement with a qualified individual or firm to provide such services on an as-needed basis for a term of up to five years.

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Consultant services are needed for CDBG OTC business underwriting and grant application preparation assistance and for other CDBG-funded business loan underwriting and loan activities. If loan applications are funded, additional consultant services are needed for loan closing and post-closing requirements. The successful consultant will coordinate with the City to ensure that applications are complete, all program requirements are fulfilled, and all deadlines are met.

This contract would consist of the following tasks:

1. Networking, consultation, analysis, financial underwriting and other tasks necessary to develop CDBG-eligible Business Assistance and/or OTC loans pursuant to State HCD requirements and City guidance.
2. Absence of necessary in-house cost analysis, procurement documentation, or federal language in the procurement documents.
3. For funded OTC projects, assistance with completion of Special Conditions documentation, loan closing documents, documentation of Public Benefit, and assurance of compliance with other HCD OTC and other CDBG funding requirements; and development and implementation of post-funding loan servicing procedures.
4. Completion of annual and as-needed CDBG loan verifications, analyses, and reporting for funded loans, excluding loan payment processing and Form 1099-Interest preparation tasks that are completed by City staff.
5. Other economic development activities as may be appropriate and mutually agreed upon between City and consultant.