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Approve Scope of Work for Microenterprise Assistance Program Operator Services funded by Community Development Block Grant (CDBG) #14-CDBG-9881

The City received a 2014 Community Development Block Grant (CDBG) to fund a Microenterprise Assistance Program. The Microenterprise Assistance award is \$240,000, including \$210,000 for Technical Assistance, \$30,000 for Financial Assistance, and \$10,000 for Support Services. To implement the program, the City will issue a Request for Proposals (RFP) to procure a Program Operator. Program Operator services will be requested from contract approval date until the grant termination date of September 30, 2017. All microenterprise assistance funding will be awarded to a consultant with the exception of Financial Assistance loan funds that may be disbursed by the City directly to loan recipients. A draft RFP was included in the City's grant application. Staff seeks Council approval of the scope of work prior to issuing the RFP. The scope of work is as follows:

- A. Tasks necessary to accomplish all activities:
 1. Review, monitor, recommend refinements, and/or otherwise adhere to the City's most recent Microenterprise Assistance Technical Assistance Program Guidelines, Financial Assistance Program Guidelines, and Support Services Program Guidelines; Program Income Reuse Plan; Beneficiary Tracking Plan; and Microenterprise Assistance Program Design as described in the City's 2014 CDBG Application.
 2. Review, recommend refinements, and otherwise utilize the City's CDBG-compliant program forms, contracts, checklists, procedures, and agreements as necessary to administer the Program. Use of any forms or other documents not issued by the City, or the revision of any City-issued form or document, must be pre-approved by the City. A list of the City's CDBG Microenterprise Assistance forms and documents is included as Attachment B, and referenced documents are included as Exhibits 1 through 8 to Attachment B.
 3. Provide program outreach, networking and marketing as needed to identify, contact and attract prospective eligible microenterprises and micro-entrepreneurs.
 4. Perform income screening and collection of demographic and other required data of applicants to determine eligibility and to comply with grant reporting requirements, utilizing appropriate income certification methods depending upon services to be utilized by clients.
 5. As described in the City of Fort Bragg Income Certification Procedures (see Exhibit 4 of Attachment B), perform CDBG-compliant Self-Certification program eligibility procedures per the most recent

HUD/HCD guidance. All income certifications approved by the Program Operator must be presented for City review.

6. Provide needs assessment and identify strategies for provision of service; provide referrals for business support and technical assistance when appropriate, and provide direct business support and technical assistance to eligible microenterprises and micro-entrepreneurs.
7. Provide needs assessment and identify strategies and referrals for provision of service for Support Services when appropriate, and provide, document, and track Support Services for eligible microenterprises and micro-entrepreneurs
8. Incorporate City file content checklists (see Exhibits 1 and 2 of Attachment B) or comparable system (subject to City approval) to ensure utilization of a client file system that collects required data and properly segregates Technical Assistance applications and activity documentation from Micro Loan/Grant applications and supporting documentation.
9. Utilize a program-tracking/evaluation system to provide client demographic statistics and evaluation data about services provided (number of clients served, number of business plans developed, etc.) as well as outcomes (number of jobs created, number of businesses formed, etc.) and provide reports to City as necessary for grant reporting and program monitoring.
10. Coordinate with City staff to ensure timely submittal of all data, reports and cash requests associated with the program.
11. Prepare for and attend grant monitoring visits as necessary.
12. Provide other needed support and technical assistance to ensure accomplishment of the City's microenterprise program.

B. Tasks Specific to Provision of Financial Assistance (Micro Loans/Grants):

1. Ensure program compliance with City's most recent Microenterprise Financial Assistance Program Guidelines and conformity with the City's Microenterprise Assistance Program Design as described in the City's 2014 CDBG grant application.
2. Recommend and refer qualified applicants to the micro loan/grant program as appropriate and as described in the Microenterprise Financial Assistance Loan Program Guidelines.
3. Refer clients to Technical Assistance services for loan application preparation, using the City's application form (see Exhibit 3 of Attachment B).
4. As described in the City of Fort Bragg Income Certification Procedures (see Exhibit 4 of Attachment B), perform CDBG-compliant Part V Income Certification procedures per the most recent HUD/HCD Income Calculation and Determination Guide for Federal Programs. All income certifications must be presented and approved on the Income Determination Worksheet, and appropriate documents must be attached that are sufficient for City review and secondary approval.
5. Utilize the most current CDBG loan underwriting guidelines and procedures and the City's current Program Guidelines to ensure compliance with CDBG Federal overlay requirements, National Objectives, Public Benefit and underwriting requirements.
6. Prepare micro-loan/micro-grant packages and funding recommendations for presentation to Loan Committee and for approval by City Manager.
7. Follow City loan closing processes and procedures as described in the Program Guidelines and in the City's Loan Closing Procedures Checklist, including development, with City participation, of the Loan Servicing Plan Development Checklist (see Exhibits 6 and 7 of Attachment B). Contractor is responsible for performance monitoring of micro loans/grants for the term of the contract.
8. At the termination of the grant and contract, facilitate orderly transmittal of client loan files to the City, including all original application and underwriting documents; loan servicing plan and status; and loan and performance status reports and summaries.