



Legislation Text

File #: 24-24, Version: 1

Memorandum

Date: January 9, 2024

To: The Honorable Lake County Board of Supervisors

From: Benjamin Rickelman, Deputy County Administrative Officer

Subject: Consideration of Resolution Requesting Extension of Community Development Block Grant Microenterprise Program

Executive Summary:

The County entered into an agreement with the California Department of Housing and Community Development (HCD) on May 26, 2021, for the purpose of implementing a Community Development Block Grant (CDBG) funded microenterprise program to assist local small businesses. The grant is in the amount of \$250,000. The microenterprise program began operation in January 2023 and is currently assisting over thirty micro businesses with business planning, cash flow management, accessing capital, marketing and using QuickBooks. Technical assistance is provided at workshops and through one-on-one consultations. The grant is scheduled to terminate on May 26, 2024.

HCD had previously informed local jurisdictions the next application cycle for CDBG funding would occur in January 2024. However, HCD announced on December 13, 2023, that the application cycle would be delayed until Summer or Fall of 2024 because HCD is intending to implement a new application and reporting software and needs time to prepare. Therefore, the grant application and funding cycle is now delayed for nine months.

We are recommending the Board of Supervisors request a twelve-month extension of agreement 20-CDBG-12082 so the microenterprise program can continue operations up to May 2025. This extension would provide program continuity which would mitigate the negative impacts of the recently declared delay in the funding application cycle and allow the county to utilize the full grant allocation. We anticipate that without the extension, approximately \$85,000 of the grant funds would revert to HCD.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

Not applicable

Fully [Article X](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI). [and/or Consultant Selection Policy](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI) [http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4_2021v2.pdf](http://lcnnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)-Compliant (*describe process undertaken in "Executive Summary"*)

[Section 2-38](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI) [Exemption from Competitive Bidding](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI) (*rationale in "Executive Summary," attach documentation, as needed*)

For Technology Purchases: Vetted and Supported by the [Technology Governance Committee](#)

<<http://lcnnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable | |
| <input checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input checked="" type="checkbox"/> Community Collaboration | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action: Offer the resolution.