



LASSEN COUNTY

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- ☐ **Public Health**
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- ☐ **Environmental Health**
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- ☐ **Community Social Services**
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**LassenWORKS
Business & Career Network**
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Child & Family Services
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**Adult Services
Public Guardian**
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Susanville, CA 96130
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- ☐ **HSS Fiscal**
PO Box 1180
Susanville, CA 96130
(530) 251-2614

Date: September 8, 2017

To: Aaron Albaugh, Chairman
Lassen County Board of Supervisors

From: Barbara Longo, Director *BL*
Health & Social Services

Subject: Resolution authorizing the adoption of the Community
Development Block Grant (CDBG) Microenterprise
Technical Assistance Program Guidelines

Background:

The proposed revised Microenterprise Technical Assistance Program guidelines replace the 2012 adopted guidelines. The proposed guidelines more clearly conform to state and federal rules as set forth by the U.S. Department of Housing and Urban Development regulations.

The Microenterprise Technical Assistance Program will assist eligible individuals to be more successful in their efforts to create businesses or expand existing businesses. The Program will provide a variety of services including but not limited to one-on-one business counseling, financial and legal counseling, and business plan development. Business counseling may include classes on topics such as managing employees and payroll, collection of accounts payable, and marketing. This Program is designed to develop sustainable and financially stronger businesses, facilitate our microenterprise businesses in creating jobs and generating income, and investing in our local economics while attracting and retaining needed community goods and services.

Fiscal Impact:

There is no impact to County General Fund.

Action Requested:

Conduct a public hearing and adopt the Resolution.

A RESOLUTION AUTHORIZING THE ADOPTION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MICROENTERPRISE TECHNICAL ASSISTANCE PROGRAM GUIDELINES

WHEREAS, the County of Lassen periodically receives funding from the CDBG Program to fund the Microenterprise Technical Assistance Program; and

WHEREAS, CDBG requires that the Board of Supervisors approve Program Guidelines that are compliant with CDBG and HCD regulations prior to the implementation of the County's Microenterprise Technical Assistance Program; and

WHEREAS, the County of Lassen last updated its Microenterprise Technical Assistance Program Guidelines on October 09, 2012; and

WHEREAS, CDBG released new guidance and program guideline templates in September 2013, and the new guidance is intended to more clearly reflect and conform State guidelines to U.S. Department of Housing and Urban Development regulations; and

WHEREAS, the County's Microenterprise Technical Assistance Program Guidelines have been significantly updated to comply with the most current regulations, as recommended by CDBG; and

WHEREAS, the CDBG Program approved the County's CDBG Microenterprise Technical Assistance Program Guidelines on September 19, 2017;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Lassen does hereby formally adopt the CDBG Microenterprise Technical Assistance Program Guidelines.

The foregoing resolution was adopted at a regular meeting of the Board of Supervisors of the County of Lassen, State of California, held on the 19th day of September, 2017, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Chairman of the Board of Supervisors,
County of Lassen, State of California

RESOLUTION # _____

ATTEST:
JULIE BUSTAMANTE
Clerk of the Board

BY _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the 19th day of September, 2017.

Deputy Clerk of the County of Lassen Board of Supervisors

COUNTY OF LASSEN



**MICROENTERPRISE
TECHNICAL ASSISTANCE
PROGRAM
(CDBG)**

**PROGRAM GUIDELINES
Adopted {DATE}**

**COUNTY OF LASSEN
MICROENTERPRISE TECHNICAL ASSISTANCE PROGRAM GUIDELINES**

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**COUNTY OF LASSEN
MICROENTERPRISE TECHNICAL ASSISTANCE PROGRAM GUIDELINES**

Adopted {DATE}

Relevant To: **1.0. INTRODUCTION**

County and
Contractor

1.1. Overview

The County of Lassen hereinafter referred to as the "Grantee" has established a Microenterprise Technical Assistance (TA) Program, hereinafter referred to as the "Program". The Program assists clients to be more successful in their efforts to create businesses or expand existing businesses. The Program provides technical assistance services including; one-on-one business counseling, financial and legal counseling, business plan development, management and marketing assistance, employee services, business feasibility assessment, and internet training.

The Program's guidelines have been formally adopted by the Grantee. See **Attachment A** for copy of the adopting resolution.

County and
Contractor

1.2. Program Administration

The Grantee is responsible in assuring the Program is implemented in compliance with federal, state and local regulations. This includes clearing special conditions, preparing funds requests, monitoring expenditures, generating fiscal and performance reports, and developing accurate and professional files and contract documents.

The Grantee procures an outside consultant to administer the Program. The outside consultant hereinafter referred to as the "Contractor" serves as the provider of the microenterprise training and technical assistance. The Grantee monitors Contractor to ensure the funded activities are administered in accordance with federal, state, and local regulations. Grantee and Contractor are the primary agencies involved in the Program. **Attachment B** provides a list of duties performed by the Grantee and Contractor.

County and
Contractor

1.3. Program Service Area

The Program is available to all eligible businesses/persons located within the legal Grantee's jurisdictional boundaries.

County,
Contractor,
and Applicant

1.4. Program Outreach and Marketing

All outreach efforts are done in accordance with State and Federal regulations to assure nondiscriminatory treatment, outreach and access to the Program. The Program is implemented in ways consistent with the Grantee's commitment to state and federal equal opportunity laws. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability, marital or familial status, medical condition, national origin, race, religion or religious affiliation, gender or sexual orientation, or other arbitrary cause be excluded, denied benefits or subjected to discrimination under the Program. The Grantee ensures that all persons, including those qualified individuals with disabilities have access to the Program.

County,
Contractor,
and Applicant

1.5. Conflict of Interest

In accordance with Title 24, Section 570.611 of the Code of Federal Regulations, no member of the governing body and no official, employee or agent of the local government, nor any other person who exercises policy or decision making responsibilities in connection with the planning and implementation of the CDBG program shall directly or indirectly be eligible for this Program. Exceptions to this policy can be made only after public disclosure, formal approval by the governing body, and authorized in writing by Grantee's legal counsel.

County,
Contractor,
and Applicant

1.6. Confidentiality

All personal and business financial information shall be kept confidential. Applicant files with confidential personal and business information are kept in locked secured storage units. All confidential information contained in the files is only disclosed to persons required to view the information. If the Grantee receives a request for public records related to an applicant, only non-confidential information, as verified by legal counsel, is to be released.

2.0. APPLICANT QUALIFICATIONS

Contractor
and Applicant

2.1. Qualification Requirements

An applicant shall meet all of the following requirements to be eligible to receive services:

1. The applicant shall meet the CDBG definition of a microenterprise as described in **Section 2.3.**
2. The applicant shall be a for-profit business or seeking to start a new for-profit business (i.e. not a non-profit organization).
3. The applicant shall have a physical business address in the Program's service area. Individuals wishing to start a new business are also eligible applicants, but are required to provide proof that their primary residence is located in the Program's service area.
4. The applicant shall meet the CDBG National Objective Requirement as described in **Section 2.4.**
5. The applicant must certify that they meet the CDBG Income Limits as described in **Section 2.5.**

Contractor
and Applicant

2.2. Ineligible Program Applicants

Applicants that do not meet the qualifications requirements in **Section 2.1** are not eligible to participate in the Program. Notification of in-eligibility will be provided by the Grantee, and may be provided verbally by telephone or in writing to the applicant by hand-delivery, electronic (email) or by USPS First-Class Mail.

Contractor
and Applicant

2.3. CDBG Microenterprise Requirement

Applicants for this Program are required to meet the CDBG definition of a microenterprise

business. The CDBG definition of a microenterprise business is one that has five (5) or fewer employees, including the owner(s). All employees, part time and full time, on the business payroll at the time of application are counted. The term employee includes all owners of the business on the payroll, even if the owner's salary draws are not on a regular basis. The Program requires a current CDBG income self-certification form that is in the client's file to document the number of employees and compliance with the CDBG microenterprise definition.

Contractor
and Applicant

2.4. CDBG National Objective Requirement

Applicants for this Program are required to meet the national objective of benefit to low- to moderate-income persons under the Limited Clientele definition. As such, all microenterprise owners are documented as meeting HUD low- to moderate-income definition prior to participating in the Program. This is in addition to meeting the definition of a microenterprise, as described above in **Section 2.3**. The CDBG income self-certification form is used to verify applicant's income for the Program.

As with other microenterprise program activities, if the Grantee or Contractor finds the applicant's income information is not accurate and the client is over HUD's income limits, then the client is ineligible and Program services shall cease immediately.

Contractor
and Applicant

2.5. Income Limits

All applicants must certify that they meet the CDBG family income eligibility requirements by completing a CDBG income self-certification form. The income limits in place at the time of application approval applies when determining applicant income eligibility. The family must have combined annual gross income at or below 80% of the County's area median income (AMI), adjusted for family size, as published by the California Housing and Community Development Department (HCD) each year.

- A. Family Definition: Is defined as all persons living in the same household who are related by blood, marriage, or adoption. An individual living in a housing unit that contains no other person(s) related to him/her is considered to be a one-person family for this purpose. Adult children who continue to live at home with their parent(s) are considered to be part of the family for this purpose and their income must be counted in determining the total family income. A dependent child who is living outside of the home (for example, students living in a dormitory or other student housing) is considered for these purposes to be part of the family upon which he/she is dependent, even though he/she is living in another housing unit.
- B. Annual Income Definition: The combined gross amount of income of all adult (18 or older) family members that is anticipated to be received during the coming 12-month period.

The link to the official HCD-maintained income limits for CDBG-funded Programs:

<http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>

Refer to Income Inclusions and Exclusions for further guidance to the types of incomes included or excluded in calculating gross annual income. For income counted, gross amounts (before any deductions are taken) are used; the types of income not considered are the

income of minors or unrelated household members. Certain other family members living apart from the household also require special consideration. The family's projected income must be used, rather than past earnings, in calculating income.

The link to Annual Income Inclusions and Exclusions:

<http://www.hcd.ca.gov/grants-funding/income-limits/income-calculation-and-determination-guide.shtml>

Contractor
and Applicant

2.6. Timeframe for Receiving Services

A client may receive services for up to three (3) years. It is expected that most Program Participants will use all Microenterprise TA services well before the three-year limit.

3.0. APPLICATION PROCESS AND SELECTION

Contractor
and Applicant

3.1. Waiting List

The Grantee may create a waiting list to retain the names of individuals who have an interest in being notified if the Program or service becomes available. The wait list should contain general contact information (i.e. name, email, mailing address). The wait list does not establish any priority, preference or determine program eligibility. If program funding or service becomes available, the Grantee shall send notification, one-time, verbally, by email or USPS First Class Mail to all persons on the wait list.

Contractor
and Applicant

3.2. Application/Interview

An application packet is provided to any person that requests an application package. It is responsibility of the applicant to prepare and submit a complete application, along with supporting documentation to the Contractor. The Contractor will review applications on a first-come first service basis. Applications are deemed complete if all requested information is provided. Incomplete applications are returned to the applicant with a letter detailing the additional information needed. Completed applications are date stamped on the day of receipt by the Contractor.

If an application is deemed complete, an interview is then scheduled with the applicant to receive a capacity evaluation and review standards for the Program. During the interview, the Program is fully explained and application forms and documents are reviewed. Verifications of income and employees are reviewed. The capacity of the applicant is assessed and a determination is made whether the applicant is ready to enroll in the Program. Areas of strengths and weaknesses and steps needed to address weaknesses are identified.

If the Contractor encounters material discrepancies and/or misrepresentations, and/or there are income, asset, household and employee composition, or other important questions that cannot be resolved, the Contractor reserves the right to deny assistance. In this case, the applicant may re-apply after six months have elapsed from the time of written assistance denial.

Contractor
and Applicant**3.3. Selection**

Those selected for participation in the Program are those persons who are determined eligible upon completion of processes described in **Sections 3.1. and 3.2.**, above.

Contractor
and Applicant**3.4. Services Request/Process/Approval**

In order to obtain services, applicants must meet all qualification requirements in effect at the time the application is considered.

Based on the capacity evaluation as detailed in **Section 3.2.**, the Contractor works with the applicant to develop a work plan. The work plan outlines the services that the applicant will seek, a timeline for receiving the services, expected outcomes, how those outcomes address the capacity issues identified in the evaluation, and a cost estimate. The work plan clearly states the expectations for the applicant and Contractor. Both parties sign the work plan. Detailed information on the services and the work plan is provided to the applicant, and tracked and documented in the client's file.

Eligible applicants approved for services are hereinafter referred to as the "clients".

Contractor
and Applicant**3.5. Notification**

See **Section 7.0.** for guidance and procedures for the discontinuance or denial of services.

4.0. TECHNICAL ASSISTANCE SERVICESCounty,
Contractor,
and Applicant**4.1. Business Development Via Classes**

Technical assistance may be offered in an instructor-led classroom, when sufficient demand exists based upon the need of clients. Mixed classes of CDBG clients and non-CDBG clients may be offered by the Contractor. The Grantee shall seek and receive prior written approval from HCD before the Contractor can offer mixed TA classes.

Some examples of topics for the classes may include:

- Business plan development or updating;
- Market analysis and marketing plan development;
- Managing employees and payroll services;
- Training on branding and creation of a product niche;
- Choosing a legal structure for a business;
- Financial management tools and cash flow projections;
- Controlling inventory and operating expenses;
- Collection of accounts payable;
- Use of the internet and other electronic resources for sales and efficiency;
- Access to capital for growing the business.

Other classes may be offered based on the needs of the clients.

Contractor
and Applicant**4.2. Business Development Via One-on-One Counseling**

Business development one-on-one counseling is provided as needed, typically after the client has attended any necessary microenterprise TA classes in **Section 4.1**.

One-on-one counseling is scheduled with clients, as needed. The counseling covers similar topics to what is offered in the classes, but is not tailored to the client's specific needs. The counseling may be conducted in person or via video or telephone conference call and may be conducted at the location of the client or at the Contractor's office. Notes on the TA provided at these sessions, along with time and training materials used, is documented by the Contractor in the clients' files.

Contractor
and Applicant**4.3. Business Development Via Peer to Peer Counseling**

The Contractor may choose to organize Peer to Peer sessions if a sufficient number of clients with similar types of businesses are enrolled in the Program. Peer to Peer sessions are provided in a formal meeting format and facilitated by the Contractor. Topics for discussion at the meetings are provided by the members of the group and may include small group exercises and projects to facilitate clients working together to identify and find solutions to common problems experienced in their respective fields.

Sign-in sheets with meeting date and time, discussion notes, activities conducted, and outcomes at the meetings is documented in the clients' files.

Contractor
and Applicant**4.4. Completion of Services**

Client commits to completing services as outlined in their work plan with the Contractor. The timeline for the completion of services shall not exceed a period of three years.

The Grantee or Contractor may deny providing services to clients who are not following their workplan (e.g. missing classes, missed counseling sessions, missed assignments, etc.). See **Section 7.0** for guidance and procedures for the discontinuance or denial of services.

County and
Contractor**4.5. Eligible Costs**

The Program is restricted to certain eligible service costs. All costs associated with funding the Program are classified as indirect costs and defined as third party costs to the Contractor and other consultants that provide TA to clients. Common TA costs may provide:

- Business development workshops or classes restricted to eligible clients;
- One-on-one counseling using professional business development staff;
- Opportunities for structured peer networking; and/or,
- On-line business training courses.

The Grantee's specific Program services are outlined above in **Sections 4.1. to 4.3**.

County and
Contractor**4.6. Ineligible Program Costs**

Microenterprise direct financial assistance costs are not funded under this Program. Direct

financial assistance is provided only under an approved CDBG Microenterprise Financial Assistance Program. Direct financial assistance activities are typically any costs associated with funding a business's day to day operations. These operations costs are ineligible, whether the business is operating out of a private leased commercial space, their home, or a public facility.

Examples of ineligible direct financial assistance costs are as follows, but not limited to:

- Payment of costs to produce/purchase marketing materials (printing, language translations, and/or professional design costs);
- Payment of marketing ads or distribution of marketing materials;
- Payment of third party costs for website building or hosting;
- Payment of rents/lease payments, utilities or other business fees or operating/overhead expenses;
- Payment of purchasing real property or furniture, fixtures or equipment for the business;
- Payment of any personal or business debt;
- Payment of any cash or wages;
- Paying for credit reports; and,
- Paying for loan or grant underwriting services.

In addition, no payment of food or drinks offered at the TA classes or other instruction sessions are eligible costs. Cash or like cash payments, undocumented TA costs are not eligible.

5.0. OVERSIGHT BY GRANTEE

County and
Contractor

5.1. Oversight of Contractor

The Grantee serves as the primary contact with HCD. The Grantee procures an outside Contractor to administer the Program; the Grantee is responsible for securing services of a qualified Contractor to implement this Program prior to starting any activities under these guidelines. The scope of work for the Contractor includes all administration and documentation required for TA services in these guidelines and for CDBG compliance.

County and
Contractor

5.2. TA Tracking Services

The Grantee oversees and monitors all work conducted by the Contractor. Monthly meetings are conducted to review the Program's status:

- Marketing efforts;
- Applications received;
- Income verifications;
- Eligible clients being served;
- Costs;
- Training Topics;
- Successful client stories;
- Demand for different services and need for more resources or partners;
- Review of Program tracking forms;
- Review of Department reports and funds request for reimbursement; and,

- Preparation for Department monitoring of grant contract and TA services.

All required reports are reviewed and approved by the Grantee.

County

5.3. Other CDBG Federal Laws and Regulations

There are a number of federal laws and state regulations that are triggered with the use of CDBG funding for this Program. The Grantee ensures compliance with the CDBG regulations.

National Environmental Policy Act (NEPA) federal environmental laws per regulation 24 CFR 58 are not triggered for individual clients. Nor are there any compliance requirements for Davis Bacon and related Acts for activities under these guidelines. Acquisition and relocation laws are also not triggered. However, these federal laws may be triggered as part of using Program funds in conjunction with providing clients with financial assistance.

6.0. EXCEPTIONS AND SPECIAL CIRCUMSTANCES

County and
Contractor

6.1. Amendments

The Grantee may make amendments to these Program Guidelines. Any changes made will be in accordance with federal and state regulations, approved by the Grantee's Board of Supervisors via resolution.

County and
Contractor

6.2. Exceptions

Any case to which a standard policy or procedure, as stated in the guidelines, does not apply or when an applicant is treated differently from others of the same class, is defined as an exception.

A. Procedures for Exceptional Circumstances

At the Contractor's recommendation, the Grantee may initiate consideration of an exception and prepare a report. This report contains a narrative, including the Grantee's recommended course of action and any written or verbal information supplied by the applicant and/or Contractor.

Depending on the basis of the exceptional circumstance, the Grantee makes the determination if the report is presented to the Loan Committee and/or Board of Supervisors for decision. Determination of the exception is based on the recommendation of the Grantee and Contractor.

County,
Contractor,
and Applicant

7.0. DISPUTE RESOLUTION AND APPEALS PROCEDURES

For this section only, the applicant and/or client is hereinafter referred to as the "Claimant".

7.1. Appeal Procedure**A. Timely and Adequate Notice**

1. Whenever an action resulting in a discontinuance or denial of services occurs, a Notice of Action is mailed to the claimant within ten (10) business days notifying services will be terminated, effective immediately.
2. Adequate Notice of Discontinuance of Services or Denial includes the following:
 - a. Notice date;
 - b. Effective date of the action;
 - c. Reasons and the appropriate regulation sections for the action; and,
 - d. Claimant's right to, and information on, requesting an Administrative Hearing.
3. Timely notice is not required for discontinuance or denial in the following instances:
 - a. The Grantee has factual information concerning the death of the claimant;
 - b. Claimant's whereabouts are unknown, and the Post Office or email service returned the claimant's mail or email to the Grantee with no forwarding address or as undeliverable; and/or,
 - c. The Grantee verified factual information that the claimant relocated to a new county;
 - d. Approval notice given at the time of approval states the discontinuance date.

B. Right to an Administrative Hearing

1. Claimants may seek corrective or other appropriate action from the Grantee before requesting an Administrative Hearing. However, claimants are not required to seek such action before requesting a hearing.
2. If a claimant of the Program disagrees with any of the following actions, he or she may request an Administrative Hearing in writing:
 - a. Application denial; or,
 - b. Program related grievances; or
 - c. Discontinuance of services.

3. The Contractor informs all claimants of their right to:
 - a. Request an Administrative Hearing;
 - b. Be represented by a person of their own choosing, including legal counsel;
 - c. Review their records and interview witnesses in advance of an administrative hearing;
 - d. Present testimony on their own behalf; and,
 - e. Cross-examine any adverse witnesses.
- C. Request for an Administrative Hearing
 1. A request for an Administrative Hearing can be filed at any time.
 - a. Any requests for a hearing are forwarded immediately to the Appeals Unit.
 - b. A request for an Administrative Hearing must express the reason the claimant is dissatisfied, any actions desired by the claimant to resolve the issues, and a proposed date and time for an appeal hearing.
 - c. The request is required to be made by the claimant.
- D. Scheduling the Hearing
 1. The Administrative Hearing is scheduled as soon as administratively possible, but no later than thirty (30) business days after the request is received by the Grantee.
 2. The hearing is held at the location designated by the Grantee.
 - a. The Appeals Unit mails the claimant notice of the time and place for the hearing, no less than ten (10) business days prior to the hearing date.
 3. General rules and procedures:
 - a. Attendance at the hearing is limited to those directly concerned;
 - i. The claimant;
 - ii. Any interpreter and/or witnesses;
 - iii. Grantee and contractor representatives, which includes the Appeals Officer and witnesses; and,
 - iv. The Hearing Officer.
 - b. Appearance by the claimant is required at the hearing.
 - i. If the claimant's appointment notification is returned, and the Appeals Unit is unable to locate the claimant, the issue may be dismissed. If dismissed, the Appeals Unit sends notification to the claimant's last

known address. The claimant may re-open the hearing if he/she contacts the Appeals Unit within thirty calendar (30) days of the scheduled hearing date.

- ii. If the claimant or authorized representative does not appear for the scheduled hearing, and fails to contact the Appeals Unit to reschedule the hearing appointment, the issue is considered abandoned and may be dismissed. If dismissed, the Appeals Unit sends notification to the claimant.
 - iii. If the claimant contacts the Appeals Unit within ten calendar (10) days of the scheduled hearing date, the issue may be re-opened for hearing if the claimant has a good cause reason for non-attendance.
- c. Grantee and Contractor representatives are required to attend the hearing.
 - d. The hearing is conducted in an impartial manner. All testimony is submitted under oath or affirmation.
 - e. The proceedings of the hearing are recorded.
 - f. The Hearing Officer is not bound by the rules, procedures, or evidence applicable in courts.
 - g. The claimant is given the opportunity to examine any evidence used by the Grantee to support its decision and all documentary evidence submitted for the hearing.

E. Action by Health and Social Services Department Director

1. The Hearings Officer submits a written decision to the Health and Social Service's Department Director, or authorized designee, within five (5) business days of the Administrative Hearing.
 - a. A decision granted in part overturns the specified action or determination.
 - b. A decision denied in part upholds the specified action or determination.
 - c. A decision dismissed or dismissed in part finds that the specified action or determination cannot be addressed in the hearing. Dismissals occur when:
 - i. The request for a hearing is solely based on an issue of law, including requests where no legal remedy exists.
 - ii. The hearing is abandoned.
2. The Hearings Officer recommends that the Director adopt the decision.
3. The Director, within fifteen (15) business days after receiving the written decision:
 - a. Adopts the proposed decision;
 - b. Adopts the proposed decision with modifications; or,

c. Returns the case for further hearing.

4. The written decision of the Hearings Officer is deemed adopted by the Director if the Director fails to act within the time prescribed.

County,
Contractor,
and Applicant

8.0. ATTACHMENTS

The following documents are attached and form a part of these guidelines:

- A. Grantee's Executed Resolution Adopting Guidelines
- B. Task Matrix

ATTACHMENT A

RESOLUTION #

**AUTHORIZING THE ADOPTION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
MICROENTERPRISE TECHNICAL ASSISTANCE PROGRAM GUIDELINES**

WHEREAS, the County of Lassen periodically receives funding from the CDBG Program to fund the Microenterprise Technical Assistance Program; and

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WHEREAS, the County of Lassen last updated its Microenterprise Technical Assistance Program Guidelines on October 09, 2012; and

WHEREAS, CDBG released new guidance and program guideline templates in September 2013, and the new guidance is intended to more clearly reflect and conform State guidelines to U.S. Department of Housing and Urban Development regulations; and

WHEREAS, the County's Microenterprise Technical Assistance Program Guidelines have been significantly updated to comply with the most current regulations, as recommended by CDBG; and

WHEREAS, the CDBG Program approved the County's CDBG Microenterprise Technical Assistance Program Guidelines on September 17, 2017;

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The foregoing resolution was adopted at a regular meeting of the Board of Supervisors of the County of Lassen, State of California, held on the 19th day of September, 2017, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Chairman of the Board of Supervisors,
County of Lassen, State of California

ATTEST:
JULIE BUSTAMANTE
Clerk of the Board

BY _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the 19th day of September, 2017.

Deputy Clerk of the County of Lassen Board of Supervisors

ATTACHMENT B**MICROENTERPRISE TECHNICAL ASSISTANCE PROGRAM TASK MATRIX**

Administrative tasks are handled by the Grantee. Technical Assistance Activity tasks are handled by the Contractor.

Task	General Admin	Microenterprise Activity
Approve Guidelines	Grantee	
Clear Special Conditions	Grantee	
Prepare Funds Requests	Grantee	
Monitor Grant Expenditures	Grantee	
Generate Fiscal/Performance Reports	Grantee	
Coordinate Grant Activities	Grantee	
Oversee Program Implementation and Activities	Grantee	
Compile Official Grant Project Files	Grantee	
Report Progress to Local Governing Body	Grantee	Contractor
Meet with Local Economic Developers to Solicit Referrals		Contractor
Create and Distribute Program Flyers and Newsletters		Contractor
Write Press Releases; Market Microenterprise Services		Contractor
Create and Update Contractor's Website		Contractor
Income Screen (Self-Certifications) Potential Clients		Contractor
Determine Business Size and Eligibility as a Microenterprise		Contractor
Ascertain Readiness of Potential Client		Contractor
Ascertain Readiness of Eligible, Enrolled Client		Contractor

Gather Baseline Data on Potential Client		Contractor
Gather Baseline Data on Eligible, Enrolled Client		Contractor
Field Calls from Potential Client		Contractor
Create Service Plan for Eligible, Enrolled Client		Contractor
Coordinate Course Offerings with Community Colleges and other Providers		Contractor
Set Up Courses and Schedules for Eligible, Enrolled Clients		Contractor
Assist in Preparing Business Plan and Marketing Strategy		Contractor
Conduct Courses		Contractor
Develop Curriculums		Contractor
Prepare Classes/Trainings		Contractor
Guide Eligible, Enrolled Client in Resolving Business Issues		Contractor
Field Calls from Enrolled, Eligible Clients		Contractor
Meet with and Counsel Eligible, Enrolled Clients		Contractor
Collect Eligible, Enrolled Client Data		Contractor
Report on Program Outcomes to Grantee		Contractor
Determine Indicators for Tracking		Contractor
Evaluate Program Effectiveness	Grantee	Contractor
Create Database to Match Client Data Collection	Grantee	Contractor
Attend HCD Workshops	Grantee	Contractor