



Memorandum

To: Community Development Committee

From: Tara Fitzgerald

Date: 2/9/2021

Re: Approval of sole source contract for WWBIC for management of Small Business Relief Program.

\$9,600 (WWBIC staffing and administration)

\$64,000 (SBRG)

\$73,600 (Total)

Staff determined the need for outside assistance with the second round of business relief funds, due to the fact that staff continues to work with meeting compliance and closing out grant files from the first round of relief funds. There was consensus that given WWBIC's ongoing experience managing Small Business Relief Funding, that they would be best placed to provide these services.

Being that the need is far greater than the funds that are available through the CDBG-CV3 funds allocation, a first come, first served grant allocation will be used. The funds availability will be announced 1 week in advance of application opening and close 1 week later. WWBIC will use their online application software and they will monitor applications as they come in. Applications will be time stamped and evaluated in the order received. Grants will be awarded for the amount requested, up to 3 months' worth of rent for the business. Once the funds have been exhausted, review of applications will cease.

Proof of lease or rent payment amounts as well as proof of financial need will be uploaded with the application, so ideally funds will be 100% dispersed within 2 weeks of application closing period. Design of the 2nd round is intended to make procedures for compliance much more manageable.

WWBIC has worked with several communities in getting their relief funds into the hands of business owners in a timely and effective manner.

ANDREA TRANE, DIRECTOR OF PLANNING, DEVELOPMENT AND ASSESSMENT
TIM ACKLIN, AICP, SENIOR PLANNER
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