



# Monterey County

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: A 22-232**

**May 24, 2022**

**Introduced:** 5/16/2022

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Agreement

Approve and authorize the Contracts/Purchasing Officer, or designee, to sign Amendment No. 1 to the County Standard Services Agreement with the California Coastal Rural Development Corporation (CCRDC) to manage the day-to-day operation of the County's Small Business Revolving Loan Fund (SBRLF) for a total amount not to exceed \$2,510,000 for the period of July 1, 2017, through June 30, 2022.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

Approve and authorize the Contracts/Purchasing Officer, or designee, to sign Amendment No. 1 to the County Standard Services Agreement with the California Coastal Rural Development Corporation (CCRDC) to manage the day-to-day operation of the County's Small Business Revolving Loan Fund (SBRLF) for a total amount not to exceed \$2,510,000 for the period of July 1, 2017, through June 30, 2022.

**SUMMARY/DISCUSSION:**

The County of Monterey has managed a Small Business Revolving Loan Fund (SBRLF) since 1989. The SBRLF is available to assist businesses throughout the County. On May 8, 2020, U.S. Economic Development Administration invited the County of Monterey to apply for additional federal funding to recapitalize the SBRLF and make additional amendments to its Administrative Plan that will enable the program to be more responsive to local small business financing requirements during the current public health crisis.

The County funded the first Small Business Revolving Loan Fund in October 1990 capitalizing the loan pool with an investment by the County of \$383,301 and U.S. Economic Development Administration grants totaling \$1,533,205. The original capital pool has revolved 5.5 times since 1990 and resulted in loans totaling nearly \$10.6 million. The County's investment has leveraged public (Small Business Administration) and private investment of more than \$19 million in these businesses and to the creation or retention of almost 1,200 full-time equivalent jobs in the County of Monterey.

On April 8, 2020, the Board of Supervisors, recognizing the need for additional financial assistance for small businesses, approved amendments to the existing Small Business Revolving Loan Fund Administrative Plan to make it more responsive to the anticipated needs of the business community.

On July 23, 2020, the U.S. Economic Development Administration (EDA) notified the County that it had been awarded a non-competitive CARES Act grant to recapitalize the County's Small Business Revolving Loan Fund. The County received \$1,600,000 to recapitalize the Small Business Revolving

Loan Fund and an additional \$160,000 to administer the Small Business Revolving Loan Fund. The grant does not require a local match, unless the cost to manage the grant exceeds the \$160,000. All grant funds must be expended by July 23, 2022. The County currently has two (2) loans approved for \$550,000 and is working with California Coastal Rural Development Corporation to actively market the additional funds available.

On September 15, 2020, the Board of Supervisors, authorized the Housing Program manager to sign the financial assistance award grant. Approved changes to the SBRLF Administrative Manual to make the program more responsive to the needs of the business community. Certified that the SBRLF is being operated consistent with the EDA approved Administrative Plan. As well as authorizing the Auditor-Controller to increase revenue and appropriations in the Economic Development Fund. Due to staff changes within the County the proper documentation was not processed to complete the increase in revenue and appropriations during FY 2020-21.

On March 22, 2022, the Board of Supervisors authorized the County Administrative Officer or the designee to sign any documents and certifications that may be required to comply with the CARES Act revolving loan fund grant terms and conditions set by the U.S. Department of Commerce, Economic Development Administration, subject to review by the Office of the County Counsel as to form. The Board also certified that the Small Business Revolving Loan Fund is being operated consistent with the EDA approved administrative plan. This approval authorized the Auditor-Controller to amend the Fiscal Year 2021-22 Adopted Budget to increase appropriations and estimated revenues by \$1,760,000 for the Revolving Loan Program, 011-1050-CAO040-8516, to recognize the investment by the U.S. Department of Commerce, Economic Development Administration (EDA) in the County's Small Business Revolving Loan Fund (SBRLF). It also authorized the Auditor-Controller's Office to incorporate approved budget modifications to the FY 2021-22 Budget, and the County Administrative Office to reflect these approved changes in the FY 2022-23 Adopted Budget.

This amended agreement would allow Economic Development to continue working with California Coastal Rural Development Corporation and increase the amount of funds in the agreement from \$750,000 to \$2,510,000 to issue loans to businesses throughout Monterey County in need of financial assistance due to COVID-19. The increase in funds is a direct result of additional CARES grant funding (\$1,760,000) awarded to the County by the U.S. Department of Commerce, Economic Development Administration (EDA). The amended agreement is for the period FY21-22 May 24, 2022, to June 30, 2022, in the amount not to exceed \$2,510,000.

The County is continuing to work with California Coastal Rural Development Corporation and U.S. Economic Development Administration to ensure that the Small Business Revolving Loan Fund is realigned to be most beneficial to the small business community during the recovery from the current public health crisis.

In 2016, U.S. Economic Development Administration approved the County's Small Business Revolving Loan Fund Administrative Plan. The Board of Supervisors shall annually certify that the Small Business Revolving Loan Fund is being operated consistent with the Administrative Plan. The County continues to operate the Small Business Revolving Loan Fund consistent with the

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Administrative Plan to the extent possible.

OTHER AGENCY INVOLVEMENT:

The Office of County Counsel has approved the Amendment as to form.

FINANCING:

\$1,760,000 funding awarded by the U.S. Department of Commerce, Economic Development Administration (EDA) was utilized to increase appropriations and revenues during prior board action.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:


The proposed increase to revenue and appropriations in Economic Development for the Small Business Revolving Loan Fund will provide additional capital to fund low cost and low barrier loans for small businesses affected by COVID-19 and supports the Board approved strategic initiatives.

- X Economic Development
- X Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Richard Vaughn, Economic Development Manager, ext. 5602

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Approved by: Dewayne Woods, Assistant County Administrative Officer, ext. 5309

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Attachments: Amendment No. 1 to California Coastal Rural Development Corporation Agreement; Exhibit A - Scope of Services Payment Provisions; Exhibit B - SBRLF Administrative Manual; Exhibit C - Prop Amend to Admin Manual; Exhibit D - SBRLF Specific Award Conditions Monterey CARES RLF; Exhibit E - 8-29-17 CCRDC Agreement; Exhibit F - 8-29-17 CCRDC Board Order; Exhibit G - Board Order Item No. 22-103; Exhibit H - Resolution Item No. 22-103