



**MEMORANDUM
ECONOMIC DEVELOPMENT**
County of Placer

TO: Honorable Board of Supervisors **DATE:** December 14, 2021
FROM: Todd Leopold, County Executive Officer
BY: Nicole Hinkle, Senior Economic Development Specialist
SUBJECT: First Amendment – Professional Services Agreement with Claggett Wolfe Associates

ACTION REQUESTED

1. Authorize the County Executive Officer or designee to execute a First Amendment to the 2020-2023 Agreement with Claggett Wolfe Associates, to increase the contract by an additional amount not to exceed \$200,000 which shall be funded entirely by administrative and program income funds allowed by the CDBG grant standard agreements between the County and the California Department of Housing and Community Development.
2. Approve an extension of Scope of Work period to December 31, 2023.
3. Approve a FY 2021-22 Budget Amendment #AM-00582 for CC10006 Economic Development.

BACKGROUND

The County was awarded four CDBG Grants under the State of California Department of Housing and Community Development (HCD) program 2020 CDBG and CDBG-CV1, 2 & 3 allocations. The awards consist of:

- A February 11, 2021, award (Contract Number 20-CDBG-12083) of up to \$500,000 to be used to establish the Business Assistance Program (BAP) consisting of \$411,548 in new CDBG grant funds and \$88,452 of County CDBG Program Income funds.
- A February 25, 2021, award (Contract Number 20-CDBG-CV1-00101) of \$382,171 to establish the Microenterprise Assistance Program (MAP).
- A September 20, 2021, award (Contract Number 20-CDBG-CV2-3-00110) of \$695,344 to be used to supplement the previous funding for the BAP.
- A September 21, 2021, award (Contract Number 20-CDBG-CV2-3-00111) of \$735,345 to be used to supplement the previous funding for the MAP consisting of \$695,345 in new CDBG grant funds and \$40,000 of County CDBG Program Income funds.

Implementing the BAP and MAP will maximize the benefits to, and success of, CDBG eligible businesses in the unincorporated areas of Placer County where a clear nexus exists with COVID-19 pandemic impacts. Outreach will focus on inclusivity working through the various Chambers of Commerce, Business Associations and other local organizations as needed to reach the County's business community. This activity will incur costs associated with direct financial

assistance to businesses and the activities for delivery of the BAP and MAP (e.g., technical assistance, marketing, loan origination, loan packaging, underwriting, loan closing, loan servicing, portfolio management, etc.).

On September 20, 2020, the Placer County Executive Officer approved the original Contract No. SCN103232 with Claggett Wolfe Associates in the amount not to exceed \$100,000 for professional services for the delivery of the BAP and MAP. \$5,000 of the previously approved contract was funded by the General Fund for Economic Development related activities, while the remaining \$95,000 is funded entirely by CDBG Program Income funds as allowed by CDBG regulations and new CDBG grant funds (as detailed above).

The attached amendment will increase this contract by an additional amount not to exceed \$200,000 and shall be funded entirely by CDBG administrative and program income funds allowed for by the grant standard agreements between the County and the California Department of Housing and Community Development. Claggett Wolfe Associates will implement the BAP and MAP with an estimate of close out of December 31, 2023.

ENVIRONMENTAL IMPACT

The requested actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 15061(b)(3) and 15378(b) since they consist of organizational and administrative activities involving government funding mechanisms that do not result in a potentially significant physical impact on the environment.

FISCAL IMPACT

The total amount of this contract amendment is \$200,000. A FY 2021-22 Budget Amendment #AM-00582 to increase appropriations in the CC10006 Economic Development budget, offset by a corresponding Transfer In, is included for consideration and approval. There is no impact to the General Fund.

ATTACHMENTS

ATTACHMENT 1: Contract Amendment

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH CLAGGETT WOLFE ASSOCIATES

THIS FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT is made and entered on this _____ day of _____, 2021, by and between the COUNTY OF PLACER, hereinafter referred to as "COUNTY", and CLAGGETT WOLFE ASSOCIATES, a corporation in the State of California, hereinafter referred to as "CONSULTANT".

WHEREAS, on August 31, 2020, COUNTY and CONSULTANT entered into Professional Services Agreement No. SCN103232 ("Agreement") whereby certain services as they pertain to providing business financial assistance program services and general administration services in support of the County's current and future Community Development Block Grant (CDBG) efforts, would be provided to the COUNTY;

NOW, THEREFORE, IT IS MUTUALLY AGREED by and among the parties as follows:

1. The COUNTY and the CONSULTANT agree to extend the Scope of Work of the current agreement until December 31, 2023.
2. Increase the contract by an additional amount not to exceed \$200,000 which shall be funded entirely by administrative and program income funds allowed by the grant standard agreement between the County and California State Agency or Department.
3. Pursuant to the Scope of Work, Task 1 has been completed.
4. EXCEPT as specifically modified above, all the remaining terms and conditions of the Agreement shall remain and continue in full force and effect.

COUNTY OF PLACER:

By: _____ Date _____
Todd Leopold, County Executive Officer

CONSULTANT:

_____ Date _____
Charles D. Wolfe, Jr. President, Claggett Wolfe Associates

