

RFP #: CDBG1009

Title: Technical Assistance and Loans to Microbusinesses

I. Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal and to inform them of basic requirements that the County uses as part of its standard contract process. *Your proposal should include the completed Dane County Application for 2010 CDBG and HOME Funds and information requested in Section III below.*

Standard contract requirements concerning Affirmative Action, the Americans with Disabilities Act, the County's Living Wage ordinance, contract termination and modification, etc. are included in the County's boilerplate contract. This contract is subject to change. For further information you can view a copy of the contract on our website at: <http://www.danecountyhumanservices.org/becomeprovider.htm>

Contracts with the CDBG/HOME Programs limit administrative costs/expenses to a 10% ceiling.

II. Scope of the Project

A. Project Description:

The CDBG Program is currently seeking proposals from qualified vendors interested in contracting to provide technical assistance and loans to microbusinesses. Eligible applicants are public and private for-profit and non-profit organizations.

A microenterprise is defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise.

Persons developing microenterprises means, "such persons who have expressed interest and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be a microenterprise at the time it is formed" (24 CFR Part 570.201(o) (3).

Technical assistance relates to the establishment of microbusinesses and includes, but is not limited to the following: business education workshops; outreach and individualized business assistance on business exploration and preparedness; business plan preparation; market assessment; management, marketing, customer service, recordkeeping; and before and after loan consultation.

Please refer to the Program Standards – Economic Development Technical Assistance and Loans to Microbusinesses

B. Objectives: To foster the development, support, and expansion of microenterprise businesses and their resulting jobs creation.

C. Needs/Expectations

1. Projects must primarily assist low- and moderate-income persons in the participating municipalities of the Dane County Consortium.
2. It is expected that projects will meet documented community needs. This includes needs identified: as part of the 2009 Community Survey, as part of the interview process with participating municipalities in the Dane County Consortium, and/or through other "hard" data sources.
3. Identify and recruit microenterprises or persons interested in developing microenterprises located within the participating municipalities of the Dane County Urban County Consortium.
4. Assess needs and identify strategies for the provision of technical assistance, including making referrals as appropriate and/or providing direct business support and technical assistance to eligible microbusinesses.
5. Prepare and implement a program-tracking/evaluation system to provide data regarding the services provided (businesses assisted, demographics of owners, etc.), as well as, outcomes (number and type of jobs created, etc.)
6. Coordinate with County staff to ensure the timely submittal of all data and reports associated with the program.
7. Ensure compliance with the County's standards for CDBG Technical Assistance and Loans to Microbusinesses.
8. Recommend and refer applicants for microbusiness loans as appropriate.
9. Assist applicants with loan application preparation.
10. Ensure compliance with CDBG Federal overlay requirements, National Objectives, and underwriting requirements.
11. Prepare loan packages and funding recommendations for presentation to the CDBG Commission for approval.
12. Monitor loans for compliance with all regulations for the term of the contract.

D. Current Operations:

Microbusiness technical assistance was funded in 2009. There were no CDBG funds made available for microbusiness loans.

- E. Maximum funding available for Economic Development projects is 10% of the total available CDBG entitlement grant funds awarded in the year. In 2008, this would have been \$112,551.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering

into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

III. Request for Information in addition to the Application form (required):

- A. In addition to the 10 paper copies (3 hole-punched) of the Dane County Application for 2010 CDBG and HOME funds, please e-mail 1 electronic copy of the Application and supporting materials to cdbg@co.dane.wi.us.
- B. Organization chart.
- C. Resumes of Chief Program Administrator, Chief Fiscal Officer, and key program staff along with copy (ies) of licenses, if applicable.
- D. Maps, if targeting a geographic area.

IV. Evaluation Criteria. Scoring from the consolidated application is as follows:

Benefit to Low-and-Moderate Income Persons (Consolidated Application, Program Description, p. 4, D. and E.)	5%
Need and Justification (Consolidated Application, Program Description, p. 2, A and B, p. 4, E.)	20%
Project Approach (Consolidated Application, Program Description, p. 3, C; p. 5, F; p. 6, H.)	20%
Outcomes (Consolidated Application, Program Description, p. 6, G.)	10%
Experience and qualifications (Consolidated Application, Organizational Profile, pp. 9-13)	15%
Program budget and Matching Funds (Consolidated Application, Project Description, pp. 7-8, Appendix A and B.)	20%
Past Performance (If previously funded, ability to meet timelines and goals in a reasonable fashion, compliance with prior contracts. Maximum points will be awarded to new applicants.)	10%

V. Contact Information: Please register your interest in this proposal with the contact person below. This will facilitate any additional information sharing with all interested parties. For clarifications or questions concerning this application, this is your contact.

Contact: Ann McCartney, CDBG Program Specialist
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