

RESOLUTION NO. 2020 - 153

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO EXECUTE CHANGE ORDER #02 TO MASTER CONTRACT NO: 19-MCC-CAP-10718 FOR ST. JOHNS COUNTY SMALL BUSINESS RECOVERY PROGRAM.

RECITALS

WHEREAS, the County desires to enter into contract with Capital Access, Inc. for Small Business Recovery Program in St. Johns County, Florida; and

WHEREAS, the scope of the services to launch and manage the program that will assist small businesses that experience disruption and /or loss due to COVID-19; and

WHEREAS, through the County's formal RFP process, Capital Access, Inc. was selected as the lowest, responsive, responsible bidder to enter into contract with the County to perform the work referenced above; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into contract to complete the work services serves a public purpose.

WHEREAS, the contract will be in substantial conformance with the attached draft contract.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to approve the requirements of Change Order #02 to Capital Access, Inc. and to execute a contract change order for the services set forth therein.

Section 3. Upon approval by the Board of County Commissioners, the County Administrator, or designee, is further authorized to execute Change Order #02 to Master Contract No: 19-MCC-CAP-10718 in substantially the same form and format as the attached draft on behalf of the County to provide the scope of services as specifically provided in Change Order # 02.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 5th day of May, 2020.

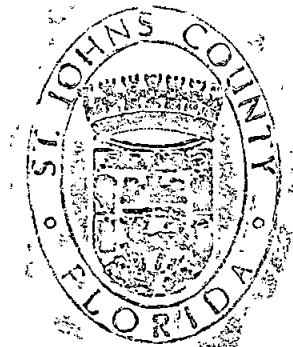
BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

By: [Signature]
Jeb S. Smith, Chair

ATTEST: Brandon Patty, Clerk

By: [Signature]
Deputy Clerk

RENDITION DATE 5/7/20





St. Johns County Board of County Commissioners

Purchasing Division

CONTRACT CHANGE ORDER NO: 02

RFP No: 19-18; Grant Administration Services for Community Development Block Grant (CDBG)

Master Contract No: 19-MCC-CAP-10718

Original Contract Date: 6/12/19

Contractor: Capital Access, Inc
325 Chestnut St., Ste 917
Philadelphia, PA 19106

Date: May 5, 2020
Project: Expansion of Services in Response to COVID-19 National Disaster

SCOPE OF WORK:

Change Order #02 is hereby issued to increase the Contract Price of Master Contract No: 19-MCC-CAP-10718 by an amount not to exceed one hundred six thousand five hundred dollars (\$106,500.00), to launch and provide operations management for the St. Johns County Small Business Recovery Grant Program (the Grant Program), as provided in the Contractor's proposals, dated May 1, 2020, attached hereto and incorporated herein. The Contractor's compensation for services provided under this Change Order shall be five percent of the funds allocated by St. Johns County for small business grants under the Grant Program but shall not exceed the amount set forth herein.

PAYMENT TERMS:

Original Contract Value (Contract Sum)	\$	50,000.00
Net Change by previously authorized Change Orders	\$	24,938.00
The (Contract Sum) prior to this Change Order	\$	74,938.00
The (Contract Sum) will increase	\$	106,500.00
The (Contract Sum) including this Change Order remains.....	\$	181,438.00

SCHEDULE:

The Contract Time will be unchanged as provided below:
Original NTP: 6/12/19 + 1095 consecutive calendar days = 6/11/22 Final Completion.

Acceptance of this Change Order shall constitute a modification to the Master Contract No: 19-MCC-CAP-10718 and shall be performed in accordance with all of the same terms and conditions of the Master Contract. The adjustment, if any, to the Master Contract shall constitute a full and final settlement of any and all claims arising out of or related to the Changes set forth herein, including claims of impact and delay costs. This Contract Change Order is not valid until signed by the County and the Contractor.

Capital Access, Inc.

St. Johns County, Florida

Representative
Signature:

Representative
Signature:

Printed Name
& Title:

Printed Name
& Title: Leigh A. Daniels, CPPB
Assistant Purchasing Manager

Date:

Date:

All terms and conditions of the above-referenced Master Contract dated 6/12/19 remain in full force and effect. All invoices for this work MUST reference Change Order #02. By approving this task order, the SIC Dept is certifying the availability of funds for this. Do not approve/process this task order until funds are available in the appropriate line item.

**Capital Access, Inc. CAPGMS Fee Proposal for
St. Johns County Small Businesses Recovery Grant Program**

Scope of Work: *Launch & operations management of Business Recovery Grant program.*

- A. Administration:
 - 1 Assist with CDBG Compliance Pathway from Action Plan Amendment to HUD Approval;
 - 2 Develop Program Design, Processes, Documentation & Systems to reach Launch.
- B. Program Activity Delivery:
 - 1 Customize Capital Access Project and Grants Management System (CAPGMS) for Business and Neighbors grant programs;
 - 2 Provide Processing Services including: Online Application; Reviews & Recommendations; Grant Agreement Generation; Support Funding Process; Compliance Reporting;
 - 3 Maintain Digital File Cabinet for Compliance;
 - 4 Provide Quality Control and address issues as they arise;
 - 5 Generate Production and Expenditure Tracking Reports.

SJC SBR Grant About Business Emergency Grant

CDBG CARES Act & CDBG 2019 Re-Program	\$2,125,000	85%
General Fund		0%
Other		0%
Total for SJC SBR Grant Small Business Relief Grants:	\$2,125,000	85%

CAPGMS Fee SJC SBR Grant about Business Grants: 5.00%

Balance for Business Grants:	\$2,018,750
Grant Amount CAP:	\$10,000
Project Volume of Business Grants:	202

Key Assumptions:

Production Volume:	202
Production Period (Condensed to calendar days, not work week)	30
Processors Needed:	4

Capital Access engages 2 SJC residents as local hire processors
SJC manages Outreach & Marketing



CAPITAL ACCESS

**Scope of Work & Budget Grants Management Support
CDBG Small Business Recovery Grant St. Johns County, FL**

This Scope of Work and Budget is to assist St. Johns County with the launch and operations of the Small Business Recovery Grant programs to help respond to the Coronavirus Crisis with the new allocation of CDBG-CV and PY 2020 and 2019 CDBG allocations and other funds allocated by County leadership.

Part A - Program Development relates to HUD CDBG compliance grants management and program design assistance which falls under the "Administration" cost category.

Part B - Program Deployment and Support relates to the new Small Business COVID-19 Recovery Grant program for which consultant compensation can be paid from the "Activity Delivery" cost category. The Emergency Grant will be managed within the CAPGMS platform. County staff will have 24/7 access to all files. St. Johns County retains ownership of all documents on the CAPGMS system. St. Johns County may pay for these services from CDBG, CDBG-CV and related County general funds.

TASKS & DELIVERABLES		
A: Program Development (Administrative Items)		
1	Quantify CDBG and Related County Funds Available for Deployment. Review IDIS status and funding obligations clearance pathway for reprogramming and rollover for 2019 & 2020 Entitlement & 2020 CR COVID-19 allocations and related County-generated funds.	Included in Existing \$25K Contract Increase
2	CDBG Compliance Pathway for Small Business Recovery Grant Response Activities. Updated review CDBG regulations and recommendations compliance pathway for programs such as: Small Business Emergency Grant and Public Services programs.	Included in Existing \$25K Contract Increase
3	Action Plan Amendment (APA); a) Review existing Action Plans & determine Action Plan Amendment language required CDBG 2019 and 2020 entitlement and 2020 CDBG-CV; b) Draft Amendments as needed; c) Upload amended APA to eCon Planning Suite for HUD review & approval; d) Respond to HUD questions to facilitate fast approval of APA.	Included in Existing \$25K Contract Increase
4	Citizen Participation Plan (CPP) and Virtual Public Hearing. a) Review CPP for APA and advertisement requirements. Make modifications as needed for crisis; b) Draft Public Notice of Meeting and content for PowerPoint presentation that provides a summary of proposed Small Business Recovery Grant programs to be funded with CDBG and CDBG-CV funds; c) Assist with set up logistics of virtual public hearing; d) Draft electronic survey for posting on Grantee web page; e) Review public comments and amend program design and/or APA as directed.	Included in Existing \$25K Contract Increase
5	Program Guidelines - update existing and develop for new. a) Program Design, Selection and Underwriting Criteria; b) Policies & Procedures as needed for new or expanded programs.	Included in Existing \$25K Contract Increase
6	Expedited Process Maps for New Programs. Who does what, when, with what documentation, what decision-making authority and what milestone achieved?	Included in Existing \$25K Contract Increase
7	Financial Management. a) Clarify and streamline CDBG proposed Grants funding process; b) Required documents for draws; c) Expenditure tracking template.	Included in Existing \$25K Contract Increase
8	Application, Review & Term Sheet for Approval & IDIS Set-Up. a) Application Template for web-based functionality; b) Doc Templates to pull Verification Documents e.g. County Tax Registration, Incorporation, Bankruptcy, Debarred; c) Application Analysis and Proposed Term & IDIS Set-Up Sheet for each activity; d) Award or Not Eligible Email Notice Templates	Included in Existing \$25K Contract Increase
9	New or Updated Grant Agreements for New or Expanded COVID Response Programs (e.g. Small Business Emergency Grant, Public Services, STRMU). a) Draft terms and conditions; b) Incorporate CDBG compliance requirements, including Monitoring Checklist; c) Draft Appendices: How to Draw Funds & End of Grant Compliance Report Template; d) Incorporate Grantee CDBG Program and Legal edits as needed.	Included in Existing \$25K Contract Increase
10	Financial Management. a) Clarify and streamline funding process for each activity; b) Required documents for draws; c) Expenditure tracking template; d) Set up and funding of activity within IDIS and County Finance.	Included in Existing \$25K Contract Increase
11	Web-Based System for Digital File Cabinet, Work Plan and Expenditure Tracking & Reporting. a) Applicant / Activity Required documents per Monitoring Checklist; b) Web-Based file upload functionality; c) Production & Expenditure Tracking & Reporting Template	Included in Existing \$25K Contract Increase
12	Small Business Recovery Grant Work Plan, Production Schedule and Expenditure Tracking & Reporting. a) Generate and update Work Plan, Production Schedule and Production and Expenditure Reports; b) Provide data, reports and staff support for update meetings with CDBG and County leadership; c) Respond to questions and requests from County Leadership as needed.	Included in Existing \$25K Contract Increase
Program Development (Administration):		Sub-Total Budget:

B Program Deployment & Support (PDC)		
1	Customized CAPGMS Online Application and Program Management Platform for Business Emergency Grant. Programming Application Programming Interface Including: a) Web-based Application Template b) Online Document upload functionality with access to scanner application for PDAs and Tablets c) Staff Review & Management Approval functionality d) Digital File Cabinet e) Grant Agreement Generation; f) Production & Expenditure Tracking Report	
2	St. Johns County Staff Orientation & Training. a) Program Design, Process Map, Policies & Procedures, Program Mgt Docs; b) County & Capital Access Roles for Fast Launch & Funding; c) CAPGMS Log In, Digital File Cabinet, Doc Uploads, Reports; d) Application Reviews, Term Sheet, Grant Agreement, Funding, Monitoring; e) Provide content for County Communications Outreach & Marketing such as Program Description & Q&As.	
3	Application Reviews & Grant Processing. a) Conduct Reviews of Full Application Submissions; b) Calculate proposed terms and Set-Up Sheet for Grantee Approval; c) Generate Grant Agreement; d) Set-Up Grant In IDIS and With Grantee Finance; e) Provide support to County with funding grants as needed; f) Generate progress reports; g) Provide applicant issue resolution as needed.	
4	CAPGMS Program Quality Control & Reporting. a) Review and correct as needed docs uploaded to digital file cabinet; b) Update Expenditure Report for Clients and Program; c) Support Grantee Finance and Program staff to meet speed and impact production goals; d) Identify and propose solutions for unforeseen issues as they may arise.	
Program Deployment & Support (Program Delivery):		-5% of Funds Allocated for Small Business Grants

Activity Delivery Costs Unit-Based Pricing

- A. For every new project on the CAPGMS system, Capital Access charges a fee of 5.0% of the amount of each project as specified in IDIS.
- B. Consultant shall submit invoices based on the following unit-based pricing schedule:

	% Complete Per Application	Incremental Fee Charged
1 Program Set-Up, Testing & Launch	25.0%	
2 Application Reviews and Processing to expend funds budgeted	50.0%	
3 Funding Agreement Generation and Funding Coordination	20.0%	
4 Beneficiary End of Grant Compliance Report Reviews	5.0%	
TOTAL:	100.0%	

- C. Pricing assumes SIC manages all Outreach and Marketing and Applicant and Stakeholder Q&A. CAPGMS manages Applicant Issues related to applicant, grant agreement and payments;
- D. CAPGMS will process the number of applications equal to funds available. Other applications received, but not processed due to lack of available funds will remain on CAPGMS until 12/31/2020 in case additional funds emerge and need remains;
- E. Scope of Work does not include grant closeout services. However CAPGMS will complete an end of grant review and file clean-up;
- F. All communications with applicants and grantees will be conducted via electronic mail. This scope and budget does not include any on-site and/or in person meetings and/or paper based mailings.

MAY 5, 2020- BCC MEETING

RED FOLDER ITEM

ITEM	Regular Item 11 (D)
PRESENTER	Joy Andrews
SUBJECT	COVID-19: Capital Access Consulting Contract

SUMMARY:

On March 17, 2020, the St. Johns County Board of County Commissioners issued St. Johns County Emergency Proclamation 2020-1, declaring a state of local emergency due to the threat of the Coronavirus Disease 2019 (COVID-19) to spread among humans, which may pose a threat to public health and safety and cause a threat to the entire State of Florida, including St. Johns County. The County established the St. Johns County Small Business Recovery Program to assist small businesses that experience disruption and/or loss due to COVID-19. A subrecipient Agreement was drafted in advance of the County issuing a Public Notice to request applications for financial assistance from businesses that are both located in St. Johns County and substantially owned by County residents. As a condition of receiving an award from this program, the business/grantee must be making affirmative efforts to recover from the crisis and retain and/or re-hire employees especially residents of St. Johns County, in addition to several other criteria. It is expected that the St. Johns County Small Business Recovery Program will assist approximately 2,000 business. The attached Subrecipient Agreement for the St. Johns County Small Business Recovery Program requires a motion to adopt. In addition, associated with the St. Johns County Small Business Recovery Program, the Housing Department has identified additional services needed from Capital Access. Staff recommends the issuance of Change Order #02, which will amend the contract with Capital Access, Inc., provided an increase in the contract price for the launch and management of the Small Business Recovery Grant program. On June 12, 2019 the Purchasing Department approved the contract with Capital Access, Inc. for the services associated with St. Johns County's Community Development Block Grant (CDBG) under Grant Number: B-18-UC-12-0021. On April 2, 2020 the County issued Change Order #01 to expand services for Capital Access to provide administrative items for program development.

FOR CONSIDERATION:

Capital Access Consulting Contract Resolution 2020-_____

For further information, please contact Lauren Cheatham or at 209-0535.