

EXHIBIT “A-1”

SCOPE OF SERVICES

United Way of the Inland Valleys

Microenterprise Business Grant Program

Community Development Block Grant -CARES Act Funds (CDBG-CV) for the "Microenterprise Business Grant Program" awarded by the City of Riverside shall not exceed the amount of **\$1,496,717**. The funds awarded will provide no more than \$7,500 in assistance to up to 199 low to moderate income businesses with five or fewer employees. Grants will provide relief to businesses whose stability has been impacted as a result of COVID-19. The project is located at 1835 Chicago Suite B, Riverside, CA 92507.

SCOPE OF WORK

Overview:

The City of Riverside Microenterprise Business Grant Program, administered through Inland SoCal United Way (ISCUW) seeks to provide financial stabilization to small businesses (5 or fewer employees) owned by or employing low-to-moderate income employees.

Process:

Once applications are submitted to ISCUW for consideration, they are assigned to a program coordinator and reviewed for eligibility/completeness within one week. If a file is determined to be eligible but incomplete the assigned program coordinator will make at least three attempts (by phone and email) to obtain missing information and/or answer any questions. Target timeline is for program coordinators to process all applications within four weeks of submission and approved applicants to receive payment within 8 weeks of submission.

- Ineligible Applications will receive an email notification as soon as ineligibility is confirmed.
- Incomplete Applications that are missing required documentation and do not respond/provide them after a Final Notice with 72 hour deadline, will have their application closed.
- Eligible & Complete Applications will be sent to Supervisor for review. Supervisor will confirm eligibility/required documents and look for any red flags before submitting to The City of Riverside for a determination. If a challenge arises during review, the Supervisor will send back to the coordinator to follow-up with the applicant and allow them 72 hours to resolve the issue. If they cannot, the application will be closed.
- Appeals – If the applicant wants to appeal the decision to close their application, they must do so within one week of the determination and provide any new information and/or missing documents at the same time. A determination on whether we can re-open the application will be made within two weeks of the initial determination.

Applications that pass Supervisor Review will be presented to the City of Riverside for consideration within one week. If the City of Riverside has questions, the application will be sent back to the coordinator for follow-up with the applicant and they will be given 72 hours to resolve the issue. If they cannot, the application will be closed.

Approved applicants will be notified within 24 hours of the determination, along with a request for CDBG Agreement & W9 form (if not already on file). Once required payment documents/information is received, a payment request will be Submitted to Finance within one week. Payment request will go through two levels of review in the Finance Department before payment is disbursed. Depending on the method of payment selected, payments may take up to three weeks to arrive.

Most funded applicants should expend funding within 6 months of receipt. They must keep records/receipts of how funding was spent for 5 years. All funded applications must complete an annual report the first year. Those that used their funding to purchase equipment may need to report annually for the life of the equipment.

Reporting:

The City of Riverside & ISCUW Microenterprise Leadership Team meet weekly to discuss any program updates, announce newly approved applications, suggest program adjustments, etc. For the annual report, ISCUW will reach out to all funded applicants with reporting forms and guidelines at approximately the 11-month mark. Funded organizations will have 2 weeks to provide reporting form and receipts as needed. ISCUW will compile report information and provide to the City of Riverside at approximately the 12-month mark.

For ongoing equipment reporting, ISCUW is awaiting direction from The City of Riverside regarding requirements. Reporting requirements vary based on the type and cost of the equipment.

All Application Files & Reports will be maintained by ISCUW and the City of Riverside will have access for auditing purposes.

EXHIBIT “B-1”

BUDGET

United Way of the Inland Valleys

Microenterprise Business Grant Program

BUDGET:

Funding available for grants to eligible businesses: \$1,328,917

Administration Costs:

Staff Time	\$149,000
Marketing and Outreach	\$4,000
Access to Technology	\$1,800
Opexa Portal Fees	\$10,000
Audit Fees	\$3,000

Total Administration \$167,800

Total Project Cost: \$1,496,717

EXPECTED FUNDING SOURCES:

CDBG-CV Funds: \$1,496,717

Total Project Cost: \$1,496,717

Funding available for grants to eligible businesses may exceed \$1,328,917 up to the full CDBG-CV Funding amount of \$1,496,717.

Administration Costs will not exceed \$167,800 or 20% the amount of grant assistance paid out, whichever is less.