



TO: Mayor Shaun Sipma
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: January 13, 2019

SUBJECT: EXTEND AGREEMENT WITH SOURIS BASIN PLANNING COUNCIL

I. RECOMMENDED ACTION

City Council approve extension of Sub-Recipient Agreement with Souris Basin Planning Council to extend to December 31, 2020

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

- A. Background
The City of Minot and the Souris Basin Planning Council as an eligible non-profit corporation have had a sub-recipient agreement for the past two years with the Council providing a range of support services for both Allocation #1 CDBG-DR and CDBG-NDR activities. The work connected to the CDBG-NDR activities has been complete with the Council providing value strategy, insight, and details in creating the means and methodologies for collecting data to be used in making projections related to sustainable growth. The Council's expertise and knowledge continues to be needed in support of an activity with Allocation #1 CDBG-DR.
- B. Proposed Project
The extension will draw upon the Council's track record in managing non-traditional Revolving Loan funds by providing technical support and assistance as we plan to roll out a CDBG-DR capitalized revolving loan fund with focus on the downtown associated with address indirect impact from the flood. The planned roll out has taken longer than anticipated but is expected to be launched in the first quarter of 2020. The Council will support implementing the underwriting standards, marketing strategy and operational polices which have been developed and once implemented provide support in the processing and managing of the loan portfolio. Payment of services will be based on hourly billing with a cap of \$15,000 with the DR Grant Program Manager managing the work assigned.

IV. IMPACT:

- A. Strategic Impact:
Utilizing experience and knowledge of the Council means city minimizes cost to implement and manage the program
- B. Service/Delivery Impact:
Addresses an unmet need focused on small business indirect impact from the flood

- C. Fiscal Impact:
\$15,000 comes from CDBG-DR allocation #1

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

VII. LIST OF ATTACHMENTS

- i. Original Sub-Recipient Agreement
- ii. Amendment #2