

# DRAFT

PROFESSIONAL SERVICES CONTRACT BETWEEN  
THE CITY OF HUNTINGTON BEACH AND  
SMALL BUSINESS DEVELOPMENT CENTER (SBDC)  
FOR  
DEVELOPMENT OF A SMALL BUSINESS GRANT PROGRAM

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Huntington Beach, a municipal corporation of the State of California, hereinafter referred to as "CITY," and , a SMALL BUSINESS DEVELOPMENT CENTER (SBDC) hereinafter referred to as "CONSULTANT."

WHEREAS, CITY desires to engage the services of a consultant to work with City staff to develop the content of the Small Business Grant Program; and

Pursuant to documentation on file in the office of the City Clerk, the provisions of the Huntington Beach Municipal Code, Chapter 3.03, relating to procurement of professional service contracts have been complied with; and

CONSULTANT has been selected to perform these services,

NOW, THEREFORE, it is agreed by CITY and CONSULTANT as follows:

1. SCOPE OF SERVICES

CONSULTANT shall provide all services as described in **Exhibit "A,"** which is attached hereto and incorporated into this Agreement by this reference. These services shall sometimes hereinafter be referred to as the "PROJECT."

CONSULTANT hereby designates Mike Daniel who shall represent it and be its sole contact and agent in all consultations with CITY during the performance of this Agreement.

3. TERM; TIME OF PERFORMANCE

Time is of the essence of this Agreement. The services of CONSULTANT are to commence on \_\_\_\_\_, 20\_\_\_\_ (the "Commencement Date"). This Agreement shall automatically terminate three (3) years from the Commencement Date, unless extended or sooner terminated as provided herein. All tasks specified in **Exhibit "A"** shall be completed no later than three years (3) from the Commencement Date. The time for performance of the tasks identified in **Exhibit "A"** are generally to be shown in **Exhibit "A."** This schedule may be amended to benefit the PROJECT if mutually agreed to in writing by CITY and CONSULTANT.

In the event the Commencement Date precedes the Effective Date, CONSULTANT shall be bound by all terms and conditions as provided herein.

4. COMPENSATION

In consideration of the performance of the services described herein, CITY agrees to pay CONSULTANT on a time and materials basis at the rates specified in **Exhibit "B,"** which is attached hereto and incorporated by reference into this Agreement, a fee, including all costs and expenses, not to exceed Seventy Five Thousand Five Hundred Fifty Dollars (\$75,550).

5. EXTRA WORK

In the event CITY requires additional services not included in **Exhibit "A"** or changes in the scope of services described in **Exhibit "A,"** CONSULTANT will undertake such work only after receiving written authorization from CITY. Additional compensation for such extra work shall be allowed only if the prior written approval of CITY is obtained.

6. METHOD OF PAYMENT

CONSULTANT shall be paid pursuant to the terms of **Exhibit "B."**

7. DISPOSITION OF PLANS, ESTIMATES AND OTHER DOCUMENTS

CONSULTANT agrees that title to all materials prepared hereunder, including, without limitation, all original drawings, designs, reports, both field and office notices, calculations, computer code, language, data or programs, maps, memoranda, letters and other documents, shall belong to CITY, and CONSULTANT shall turn these materials over to CITY upon expiration or termination of this Agreement or upon PROJECT completion, whichever shall occur first. These materials may be used by CITY as it sees fit.

8. HOLD HARMLESS

A. CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY, its officers, elected or appointed officials, employees, agents and volunteers from and against any and all claims, damages, losses, expenses, judgments, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) arising out of or in connection with CONSULTANT's (or CONSULTANT's subcontractors, if any) negligent (or alleged negligent) performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement by CONSULTANT, its officers, agents or employees except such loss or damage which was caused by the sole negligence or willful misconduct of CITY. CONSULTANT will conduct all defense at its sole cost and expense and CITY shall approve selection of CONSULTANT's counsel. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable.

The policy limits do not act as limitation upon the amount of indemnification to be provided by CONSULTANT.

B. To the extent that CONSULTANT performs “Design Professional Services” within the meaning of Civil Code Section 2782.8, then the following Hold Harmless provision applies in place of subsection A above:

“CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY and its officers, elected or appointed officials, employees, agents and volunteers, from and against any and all claims, damages, losses, expenses, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) to the extent that the claims against CONSULTANT arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT. In no event shall the cost to defend charged to CONSULTANT exceed CONSULTANT’s proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more other defendants to the claims and/or litigation is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, CONSULTANT shall meet and confer with CITY and other defendants regarding unpaid defense costs. The duty to indemnify, including the duty and the cost to defend, is limited as provided in California Civil Code Section 2782.8.

C. Regardless of whether subparagraph A or B applies, CITY shall be reimbursed by CONSULTANT for all costs and attorney’s fees incurred by CITY in enforcing this obligation. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONSULTANT.

9. PROFESSIONAL LIABILITY INSURANCE

CONSULTANT shall obtain and furnish to CITY a professional liability insurance policy covering the work performed by it hereunder. This policy shall provide coverage for CONSULTANT's professional liability in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate. The above-mentioned insurance shall not contain a self-insured retention without the express written consent of CITY; however an insurance policy "deductible" of Ten Thousand Dollars (\$10,000.00) or less is permitted. A claims-made policy shall be acceptable if the policy further provides that:

- A. The policy retroactive date coincides with or precedes the initiation of the scope of work (including subsequent policies purchased as renewals or replacements).
- B. CONSULTANT shall notify CITY of circumstances or incidents that might give rise to future claims.

CONSULTANT will make every effort to maintain similar insurance during the required extended period of coverage following PROJECT completion. If insurance is terminated for any reason, CONSULTANT agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this Agreement.

If CONSULTANT fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the CITY with required proof that insurance has been procured and is in force and paid for, the CITY shall have the right, at the CITY's election, to forthwith terminate this Agreement. Such termination shall not effect Consultant's right to be paid for its time and materials expended prior to notification

of termination. CONSULTANT waives the right to receive compensation and agrees to indemnify the CITY for any work performed prior to approval of insurance by the CITY.

10. CERTIFICATE OF INSURANCE

Prior to commencing performance of the work hereunder, CONSULTANT shall furnish to CITY a certificate of insurance subject to approval of the City Attorney evidencing the foregoing insurance coverage as required by this Agreement; the certificate shall:

- A. provide the name and policy number of each carrier and policy;
- B. state that the policy is currently in force; and
- C. shall promise that such policy shall not be suspended, voided or canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice; however, ten (10) days' prior written notice in the event of cancellation for nonpayment of premium.

CONSULTANT shall maintain the foregoing insurance coverage in force until the work under this Agreement is fully completed and accepted by CITY.

The requirement for carrying the foregoing insurance coverage shall not derogate from CONSULTANT's defense, hold harmless and indemnification obligations as set forth in this Agreement. CITY or its representative shall at all times have the right to demand the original or a copy of the policy of insurance. CONSULTANT shall pay, in a prompt and timely manner, the premiums on the insurance hereinabove required.

11. INDEPENDENT CONTRACTOR

CONSULTANT is, and shall be, acting at all times in the performance of this Agreement as an independent contractor herein and not as an employee of CITY.

CONSULTANT shall secure at its own cost and expense, and be responsible for any and all payment of all taxes, social security, state disability insurance compensation, unemployment compensation and other payroll deductions for CONSULTANT and its officers, agents and employees and all business licenses, if any, in connection with the PROJECT and/or the services to be performed hereunder.

12. TERMINATION OF AGREEMENT

All work required hereunder shall be performed in a good and workmanlike manner. CITY may terminate CONSULTANT's services hereunder at any time with or without cause, and whether or not the PROJECT is fully complete. Any termination of this Agreement by CITY shall be made in writing, notice of which shall be delivered to CONSULTANT as provided herein. In the event of termination, all finished and unfinished documents, exhibits, report, and evidence shall, at the option of CITY, become its property and shall be promptly delivered to it by CONSULTANT.

13. ASSIGNMENT AND DELEGATION

This Agreement is a personal service contract and the work hereunder shall not be assigned, delegated or subcontracted by CONSULTANT to any other person or entity without the prior express written consent of CITY. If an assignment, delegation or subcontract is approved, all approved assignees, delegates and subconsultants must satisfy the insurance requirements as set forth in Sections 9 and 10 hereinabove.

14. COPYRIGHTS/PATENTS

CITY shall own all rights to any patent or copyright on any work, item or material produced as a result of this Agreement.

15. CITY EMPLOYEES AND OFFICIALS

CONSULTANT shall employ no CITY official nor any regular CITY employee in the work performed pursuant to this Agreement. No officer or employee of CITY shall have any financial interest in this Agreement in violation of the applicable provisions of the California Government Code.

16. NOTICES

Any notices, certificates, or other communications hereunder shall be given either by personal delivery to CONSULTANT's agent (as designated in Section 1 hereinabove) or to CITY as the situation shall warrant, or by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal Service, to the addresses specified below. CITY and CONSULTANT may designate different addresses to which subsequent notices, certificates or other communications will be sent by notifying the other party via personal delivery, a reputable overnight carrier or U. S. certified mail-return receipt requested:

TO CITY:

City of Huntington Beach  
ATTN: Travis Hopkins  
2000 Main Street  
Huntington Beach, CA 92648

TO CONSULTANT:

OC/Inland Empire SBDC Network  
Attn: Mike Daniel-Regional Director  
800 N. State College Blvd. SGMH 4157  
Fullerton, CA 92831  
(657) 278-5168

17. CONSENT

When CITY's consent/approval is required under this Agreement, its consent/approval for one transaction or event shall not be deemed to be a consent/approval to any subsequent occurrence of the same or any other transaction or event.



18. MODIFICATION

No waiver or modification of any language in this Agreement shall be valid unless in writing and duly executed by both parties.

19. SECTION HEADINGS

The titles, captions, section, paragraph and subject headings, and descriptive phrases at the beginning of the various sections in this Agreement are merely descriptive and are included solely for convenience of reference only and are not representative of matters included or excluded from such provisions, and do not interpret, define, limit or describe, or construe the intent of the parties or affect the construction or interpretation of any provision of this Agreement.

20. INTERPRETATION OF THIS AGREEMENT

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the parties. If any provision of this Agreement is held by an arbitrator or court of competent jurisdiction to be unenforceable, void, illegal or invalid, such holding shall not invalidate or affect the remaining covenants and provisions of this Agreement. No covenant or provision shall be deemed dependent upon any other unless so expressly provided here. As used in this Agreement, the masculine or neuter gender and singular or plural number shall be deemed to include the other whenever the context so indicates or requires. Nothing contained herein shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provision contained herein and any present or future statute, law, ordinance or regulation contrary to which the parties have no right to contract, then the latter shall prevail, and the provision of this Agreement

which is hereby affected shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law.

21. DUPLICATE ORIGINAL

The original of this Agreement and one or more copies hereto have been prepared and signed in counterparts as duplicate originals, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original. Each duplicate original shall be deemed an original instrument as against any party who has signed it.

22. IMMIGRATION

CONSULTANT shall be responsible for full compliance with the immigration and naturalization laws of the United States and shall, in particular, comply with the provisions of the United States Code regarding employment verification.

23. LEGAL SERVICES SUBCONTRACTING PROHIBITED

CONSULTANT and CITY agree that CITY is not liable for payment of any subcontractor work involving legal services, and that such legal services are expressly outside the scope of services contemplated hereunder. CONSULTANT understands that pursuant to *Huntington Beach City Charter* Section 309, the City Attorney is the exclusive legal counsel for CITY; and CITY shall not be liable for payment of any legal services expenses incurred by CONSULTANT.

24. ATTORNEY'S FEES

In the event suit is brought by either party to construe, interpret and/or enforce the terms and/or provisions of this Agreement or to secure the performance hereof, each party shall bear its own attorney's fees, such that the prevailing party shall not be entitled to recover its attorney's fees from the nonprevailing party.

25. SURVIVAL

Terms and conditions of this Agreement, which by their sense and context survive the expiration or termination of this Agreement, shall so survive.

26. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

27. SIGNATORIES

Each undersigned represents and warrants that its signature hereinbelow has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify CITY fully for any injuries or damages to CITY in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.

28. ENTIRETY

The parties acknowledge and agree that they are entering into this Agreement freely and voluntarily following extensive arm's length negotiation, and that each has had the opportunity to consult with legal counsel prior to executing this Agreement. The parties also acknowledge and agree that no representations, inducements, promises, agreements or warranties, oral or otherwise, have been made by that party or anyone acting on that party's behalf, which are not embodied in this Agreement, and that that party has not executed this Agreement in reliance on any representation, inducement, promise, agreement, warranty, fact or circumstance not expressly set forth in this Agreement. This Agreement, and the attached exhibits, contain the entire agreement between the parties respecting the subject matter of this Agreement, and supersede all prior understandings and agreements whether oral or in writing between the parties respecting the subject matter hereof.

29. EFFECTIVE DATE

This Agreement shall be effective on the date of its approval by the City Attorney. This Agreement shall expire when terminated as provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their authorized officers.

CONSULTANT,  
Mike Daniel

CITY OF HUNTINGTON BEACH,  
a municipal corporation of the State of  
California

SBDC

By: \_\_\_\_\_

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
print name  
**ITS:** (circle one) Chairman/President/Vice President

INITIATED AND APPROVED:

**AND**

\_\_\_\_\_  
Assistant City Manager

By: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
print name  
**ITS:** (circle one) Secretary/Chief Financial Officer/Asst.  
Secretary – Treasurer

\_\_\_\_\_  
City Attorney *WV*

Date \_\_\_\_\_

RECEIVE AND FILE:

\_\_\_\_\_  
City Clerk

Date \_\_\_\_\_

## **EXHIBIT "A"**

A. STATEMENT OF WORK: (Narrative of work to be performed)

See attached exhibit A

B. CONSULTANT'S DUTIES AND RESPONSIBILITIES:

See attached exhibit A

C. CITY'S DUTIES AND RESPONSIBILITIES:

See attached exhibit A

D. WORK PROGRAM/PROJECT SCHEDULE:

See attached exhibit A



**EXHIBIT A**  
**SBDC Scope of Work**  
City of Huntington Beach, CA  
Small Business Grant Program

**Scope of Work**

The proposed scope of work for the City of Huntington Beach Small Business Grant Program is for the SBDC to work with City staff to develop and implement a small business grant program. The SBDC will contract directly with the City to assist in the design of the Small Business Grant Program and to implement the following components of the program:



**Content Development**

The SBDC will work directly with City staff to develop the content of the Small Business Grant Program. SBDC will assist in creating eligibility criteria, required qualifications, timelines, grant dollar amounts and program guidelines.

**Marketing**

*Flyers-*

The SBDC will create a promotional E-flyer in both English and Vietnamese introducing the Small Business Grant Program. The SBDC will work with City staff to make sure the program and eligibility requirements are captured correctly.

*Advertising-*

The SBDC will conduct active, targeted advertising campaigns under its normal program allowances to support the county program via paid Google, Facebook, YouTube, and Instagram advertisements as appropriate.

*City Virtual Press Conference-*

To support the City's leadership in the development of this program, the SBDC will conduct a City Virtual Press Conference and Kick Off, formally announcing the program. The SBDC in partnership with the city will invite local partners, media and constituents to attend as well as announce the application opening date.



**EXHIBIT A**  
**SBDC Scope of Work**  
City of Huntington Beach, CA  
Small Business Grant Program

*Informational Webinars –*

Targeted to potential applicants of the city's program, the SBDC will lead a series of informational webinars to provide information on the program's eligibility, requirements, important dates and required documentation. The SBDC will conduct webinars, in English and Spanish. Webinars will be recorded and sent to the city to put on the city website.

**Grant Application**

The SBDC will create two types of applications for business owners to complete. The SBDC will create an online portal that will reside as a link from the City to the SBDC website. Applicants will fill in the questions directly on the portal or will have the ability to fill out a paper application and drop it off at City Hall, prior to the end of the application window.

*Paper Applications*

Paper applications for the city's program will be available in a downloadable, fillable PDF format. The paper application submissions will be accepted electronically via a secure SBDC email address or in-person per the city's direction (e.g. city hall).

*Online Application*

The SBDC will develop and manage the online portal for application submission. The online portal will support submission electronically in English, unless otherwise requested. The online portal is hosted on a secure server whereas any application data can only be accessed with login credentials residing with the SBDC. Any additional documentation required by business owners can also be submitted via the online portal or via a secure, SBDC file transfer service.





**EXHIBIT A**  
**SBDC Scope of Work**  
City of Huntington Beach, CA  
Small Business Grant Program

**Lottery**

In the event that the Small Business Grant Program will be oversubscribed, the SBDC will assist the City in creating a lottery system. The lottery in partnership with the SBDC will be conducted based on a randomized, computer drawing on a selected day to create further engagement, via a live virtual event (E.g. Facebook Live). The awarded winners will be announced as appropriate publicly and notified individually by the SBDC.

**Grant Review Process**

Selected applicants that have been awarded through the lottery system will begin the grant review process. The SBDC will work with all awardees to complete the following items for their grant award.

A complete application will include some or all of the following documentation:

1. Complete and Signed (electronically or scanned signature)
2. Tax Returns for 2018 and 2019 – Corporate and Personal
3. Current Business License
4. Documentation supporting Employee wages/counts such as 940 and 941's
5. Business bank account
6. Profit and Loss Statements for 2019
7. Statement of Use of Funds
8. Business lease agreement
9. W-9
10. Grant Agreement

A complete application that does meet the required criteria will move toward the Grant Approval Process. The Grant Approval process from this initial stage will move toward review by City management that will certify all eligibility requirements to ensure these requirements have been met.



**EXHIBIT A**  
**SBDC Scope of Work**  
City of Huntington Beach, CA  
Small Business Grant Program

An incomplete application package will be referred to an SBDC Consultant for one-on-one consulting for the Consultant to assist the applicant to complete the package. The applicant will have 14 days to send all documents to the SBDC, before their award is denied and the next alternate is brought into the system. Should the applicant be unable to complete the package or does not meet the criteria for applying for this funding the SBDC Consultant will assist the applicant in finding alternative funding.

**Grant Agreement**

The SBDC will work with each awardee to complete a W-9 and grant agreement. The grant agreement will certify that all funds will be spent on eligible expenses the applicant highlighted in the grant application.

**Disbursements**

Once the grant review has been approved by the SBDC team, it will be sent to the City staff for management approval and payment. The SBDC will send over all documents from each awardee to the city team, for final authorization and record keeping.

**Continued Support from the SBDC**

The SBDC will continue to consult and train all awarded grantees and those that were denied funding during the life of their business. The network has more than 100 business consultants that will work with each applicant one-on-one, all at no cost to the business owner. The SBDC receives funding from the Federal government and the state of California, to be able to deliver services to the business owners throughout the region.



**EXHIBIT A**  
**SBDC Scope of Work**  
City of Huntington Beach, CA  
Small Business Grant Program

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## EXHIBIT "B"

### Payment Schedule (Hourly Payment)

#### A. Hourly Rate

CONSULTANT'S fees for such services shall be based upon the following hourly rate and cost schedule:

See attached exhibit B

#### B. Travel. Charges for time during travel are not reimbursable

#### C. Billing

1. All billing shall be done monthly in fifteen (15) minute increments and matched to an appropriate breakdown of the time that was taken to perform that work and who performed it.
2. Each month's bill should include a total to date. That total should provide, at a glance, the total fees and costs incurred to date for the project.
3. A copy of memoranda, letters, reports, calculations and other documentation prepared by CONSULTANT may be required to be submitted to CITY to demonstrate progress toward completion of tasks. In the event CITY rejects or has comments on any such product, CITY shall identify specific requirements for satisfactory completion.
4. CONSULTANT shall submit to CITY an invoice for each monthly payment due. Such invoice shall:
  - A) Reference this Agreement;
  - B) Describe the services performed;
  - C) Show the total amount of the payment due;
  - D) Include a certification by a principal member of CONSULTANT's firm that the work has been performed in accordance with the provisions of this Agreement; and
  - E) For all payments include an estimate of the percentage of work completed.

Upon submission of any such invoice, if CITY is satisfied that CONSULTANT is making satisfactory progress toward completion of tasks in accordance with this Agreement, CITY shall approve the invoice, in which event payment shall be made within thirty (30) days of receipt of the invoice by CITY. Such approval shall not be unreasonably withheld. If CITY does not approve an invoice, CITY shall notify CONSULTANT in writing of the reasons for non-approval and the schedule of performance set forth in **Exhibit "A"** may at the option of CITY be suspended until the parties agree that past performance by CONSULTANT is in, or has been brought into compliance, or until this Agreement has expired or is terminated as provided herein.

5. Any billings for extra work or additional services authorized in advance and in writing by CITY shall be invoiced separately to CITY. Such invoice shall contain all of the information required above, and in addition shall list the hours expended and hourly rate charged for such time. Such invoices shall be approved by CITY if the work performed is in accordance with the extra work or additional services requested, and if CITY is satisfied that the statement of hours worked and costs incurred is accurate. Such approval shall not be unreasonably withheld. Any dispute between the parties concerning payment of such an invoice shall be treated as separate and apart from the ongoing performance of the remainder of this Agreement.

## EXHIBIT "B"

### Payment Schedule (Fixed Fee Payment)

1. CONSULTANT shall be entitled to monthly progress payments toward the fixed fee set forth herein in accordance with the following progress and payment schedules.

2. Delivery of work product: A copy of every memorandum, letter, report, calculation and other documentation prepared by CONSULTANT shall be submitted to CITY to demonstrate progress toward completion of tasks. In the event CITY rejects or has comments on any such product, CITY shall identify specific requirements for satisfactory completion.

3. CONSULTANT shall submit to CITY an invoice for each monthly progress payment due. Such invoice shall:

- A) Reference this Agreement;
- B) Describe the services performed;
- C) Show the total amount of the payment due;
- D) Include a certification by a principal member of CONSULTANT's firm that the work has been performed in accordance with the provisions of this Agreement; and
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Huntington Beach

<u>Project Management</u>	Project Director	\$	125,000	\$	2,500
<u>Grant Programming</u>	Webinars				300 4 Webinars
	1st Applicant Review	\$75/hour	\$	63,750	425 Applicants at 2 hours each
<u>Marketing</u>	E-Flyer	\$	1,000	\$	1,000
	Press Release	\$	500	\$	500
	Fillable Application PDF's	\$	1,000	\$	1,000
	Language Translation	\$	500	\$	500 **Spanish Only
	Social/Digital Marketing Campaign	\$	2,500	\$	2,500
<u>Website</u>	Website & Storage Data	\$	2,500	\$	2,500
	Application Portal	\$	1,000	\$	1,000
	<b>Total Program Cost</b>		<b>\$</b>		<b>75,550</b>

PROFESSIONAL SERVICES CONTRACT BETWEEN  
THE CITY OF HUNTINGTON BEACH AND  
SMALL BUSINESS DEVELOPMENT CENTER (SBDC)  
DEVELOPMENT OF A SMALL BUSINESS GRANT PROGRAM

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